**Employability Silver Template**

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| Insert CV file here (or insert pages at the end of this document) |  |
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For more information on the Skills Task see Group Activities from Week 11

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| **Skill** | Management |
| **Situation**  **Task**  **Action**  **Result** | While studying at university I had a part time job at Greggs as a senior team member.  I was responsible for smooth running of shop and business in the absent of the shop manager.  As senior team member I was responsible for the shop when the manager was not at work. My responsibilities included every aspect of the shop, making sure the quality of food produced do meet Greggs standard, making sure the shop is safe for everyone to work and for customers to visit, making sure that everyone do the job they are tasked with, handling any complaint made by customers, making sure that the shop have an adequate level of stock, and handling the cash in the shop, making ready for collection by bank and receiving change delivery.  My leader ship and working closely as a team, with my team was commented by Greggs as being the second best shop in the entire country, in term of sale. In years 2019-2020 the shop made £1.5 million. Greggs in Bullring, Birmingham, is the second/third busiest Greggs in the country. |
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| **Skill** | Presentation |
| **Situation**  **Task**  **Action**  **Result** | For one of the modules that I study at university, I had to prepare and deliver a power point presentation.  I was part of a team and we had to deliver a presentation on life achievements of Elon Musk.  We work as a team to do the research and prepare the presentation. The talking task was divided equally among the team and everyone had three minutes of talking time. The presentation was delivered to the class and the personal tutor was present as well as some other tutors from other subjects.  We worked well together to deliver the presentation. I have learned a great deal about how to control my nerves and public speaking. |
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| **Skill** | Time-management |
| **Situation**  **Task**  **Action**  **Result** | Managing studying time and work time while doing both is not easy.  For the first year of my study I had to work 30 hours per week in Greggs. For the second year I had to reduce my hour to 20 hours per week.  Juggling work and university life is not easy, and once you start your course the deadline come fast. In order to manage this I had to make a timetable, to that I had to go by. Waking up at 5 and studying for two hours, having my breakfast and getting ready for university. Normally will be at university till 1500 hours and if not I will be doing my university work till this time. 1200 till 1400 I will be going for a walk or working out at home. From 1500 till 2030 will be at work. From 2200 till 1200 will do general reading or playing game.  Following this rota so far has worked for me and I will not be hesitant to change it around if I get involved with some new responsibilities. |
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