

# INFORMATION TECHNOLOGY (IT) CAREER DEVELOPMENT

Technology Information System (SECP1513)

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## Executive Summary



My name is Lubna Al Haani binti Radzuan (A23CS0107) currently studying in Bachelor's in Computer Science (Data Engineering) with honours in UTM, JB. My objective is to learn as many as possible programming language and to be a programmer. My plan during my 4-years study is to gain experience in leadership and learning communication skills by actively joining class group project and clubs. During the career talk, I learned how to write resume from Mr. Habib and I also learned all the qualifications and soft skills needed from Mr. Azam and Mr. Saharul.

## Introduction

In order to properly apply for a job, I need to be prepared mentally and physically. There is a few that I need to prepare in a long term which is my social skills and my knowledge. These are most important things that I need to have so that our resume can be properly prepared before applying for a job. Also, resume need some skill and requirement to follow to make it more appealing among the appliers. Thus, here is a few things that I need to do for my career development.

## Skill and qualifications

The basic skills and qualifications that I needed for jobs in IT field are :

- Bachelor's in Computer Science because this is where skills in IT field are studied in depth.
- Technical skills such as programming skills where I have to learn multiple programming language to make myself adaptable in any job that needs different programming techniques.
- Graphic or visualization skills also can help me dive into a diversity of job opportunities in IT job field.

There is a few platform where I can learn these skills by myself and receive a certificate which can be used to promote myself in my resume. For example, LinkedIn and Google Career Certificates.



## Soft skills and attitude

Besides basic skill, I also need to have soft skills which allows me to work together with other people. Soft skills such as :

- technical and non-technical communication personality is important so I will try to always present in front of class to practice myself to talk with others.
- Problem-solving, critical and logical thinking is also needed so I have to involve in class project actively to keep my mind brainstorming regularly.

I also have to be an open-minded person which I need to avoid jump to conclusion and wait for others to give their opinion because there is a diversity ways of thinking and problem solutions besides improving myself into a more creative person.



## Resume/CV

Resume is easy to say it is my personal brand that will be marketed to companies to find a job. Most of the big companies prefer the traditional resume since it is more focused on detail than graphics. So, I will always keep in track about my background and focused on detail of these 9 things :

1. Contact Information
2. Career Objectives
3. Education Background
4. Professional Experience
5. Extracurricular Activities
6. Core skills/ Competencies
7. Personal/Academic project
8. Award & honors
9. References

- Addition to that, I also need to write my own portfolio which to promote my skills in the past projects. It must be documented whether in PDF, websites or hardcopy.



## Way Forward



When I start working, I will focused on advancing my career. Thus, I have to maintain my work performances and look for a bigger project that is significant to the company's success. I also have to express my interest in promotion to let my supervisor know about my career aspirations. I will also focused on improving my skills and after some time, I may consider for company changes to look for a better opportunities that matches my worth in the future.

## Reflection



Information that I got about jobs in Information Communication Technology (ICT) field is they are needed in every sector of society such as medical, economics and education especially in the development of equipment or systems. For example, education now use the online platform to share learning material between teacher and student. Furthermore, it also increase new job opportunities such as database administrator and technician. Thus, it helps society reduces unemployment problem.

### References :

<https://www.indeed.com/career-advice/career-development/improving-career>

LinkedIn : <https://www.linkedin.com/in/lubna-al-haani-52217a2967>

utm\_source=share&utm\_campaign=share\_via&utm\_content=profile&utm\_medium=android\_app



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