# ASSIGNMENT 4: E-PORTFOLIO

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**Cover Letter**

My e-portfolio showcases my ICT abilities, experiences, and achievements via careful curation. In addition to my dedication to personal and career growth, my e-portfolio shows my love for contributing to the ICT community. My e-portfolio includes my schooling, career, projects, and accomplishments. My ICT and Emotional Intelligence skills are shown in written reports, presentations, project documentation, and more. I've always believed in continual learning and self-improvement, and my e-portfolio shows that. My ICT skills have improved via academic and professional work, allowing me to finish various ICT tasks. In my present employment at [your current position or organization, I completed a web design project that had a substantial effect. I want my e-portfolio to show my excitement, flexibility, and drive as well as my professional skills. Please browse my e-portfolio to investigate cooperation or ways my talents and expertise may benefit your organization. I appreciate your review of my e-portfolio and look forward to discussing how my talents and expertise match your company's needs.

**Resume**

**A | AMAN**

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## PROFESSIONAL SUMMARY

Manage and maintain organizational network systems to keep data secure and performance high. Keep infrastructure updated and scalable for changing demands. Support users with expert advice and training.

## SKILLS

- Google Drive
- Conflict Resolution
- Computer Skills
- Teamwork and Collaboration
- Analytical and Critical Thinking
- Project Planning
- Social Perceptiveness
- Networking

## EXPERIENCE

**Voluntary Worker**                                                                    April 2022 - February 2023
Tapware | Brisbane , Queensland
- Maintained building and grounds in good working order.
- Leveraged existing donor relationships to bring in new charitable donations.
- Managed process of incoming item donations including inspecting items, removing unusable pieces and coordinating distribution.

**Volunteer**                                                                    January 2019 - March 2020
Smartify | Sydney , New South Wales
Gets ready and introduces arrangements by deciding and planning framework particulars, models, and programming.
· Enhances activities by leading frameworks examination; prescribing changes in strategies and methodology
· Gets and licenses programming by getting required data from sellers; prescribing buys; testing and favoring items
· Updates work information by examining best in class improvement instruments, programming methods, and registering hardware; taking an interest in instructive chances; perusing proficient distributions; keeping up close to home systems; taking part in expert associations
· Secures activities by keeping data secret

## EDUCATION

**High School**                                                                    May 2016
V.P.K. Gov. Sarvo. Bal vidhyalaya nangal thakran, Delhi, Delhi

**Information of technology bachelor**                                                                    March 2024
Universe of southern Queensland , Brisbane , Queensland

## LANGUAGE

**Hindi, English**
Advanced (C1)

**Employability Skills**

Hi, readers! Today, I'll share my personal and professional progress, emphasising on employable skills. These abilities have helped me get good jobs and succeed in my career. Let's explore employable skills and how they've affected my life.

**Effective Communication:** Effective communication is one of my pillar talents. Today's dynamic workplace requires straightforward communication of ideas, opinions, and information. My great communication abilities set me differ whether writing a well-structured email, giving a convincing presentation, or participating in team discussions. I've found that listening and clearly communicating my thoughts improves comprehension and teamwork.

**Adaptability:** The only constant in work is change. I learned the value of adaptation early in my profession. Openness to new technology, methods, and goals has kept me current and helped me succeed in fast-paced workplaces. Accepting change as an opportunity for progress rather than a problem.

**Problem-Solving:** My profession presents fresh problems every day. Critical thinking and problem-solving have proven essential for debugging technological faults, managing team disagreements, and addressing complicated challenges. I've found that breaking problems down and solving them methodically works.

**Time Management:** Professional life may be demanding without effective time management. This talent helps me organise, fulfil deadlines, and manage work and life. To-do lists, calendars, and prioritisation help me stay productive without fatigue.

**Leadership:** Leadership qualities are prized even if you're not a manager. Leadership is about setting an example, encouraging others, and creating a great work culture, not simply distributing chores. Furthermore, effective team leadership, motivation, and guidance may also helped me to achieve my career objectives.

**Networking:** Forming professional ties has changed my life. Networking has given me opportunities, insights, and lessons from others. It's about interacting with individuals who similar interests and ambitions, not simply collecting business cards.

**Emotional Intelligence:** I and my co-workers' emotions must be understood and managed. I can handle difficult circumstances better, have better connections, and have more empathy. Being emotionally intelligent has created a productive and pleasant workplace.

**Digital Literacy:** Technology skills are essential in the digital age. Beyond utilising software, you must comprehend developing technologies' ramifications. Digital literacy helps me keep current and use tech tools to improve productivity.

**Goals and plans for Career Development**

**Short Term Career Goal**

My short-term career goal is to get to senior management at my present employer. I want to use my ICT skills to help the company's strategic goals and decision-making. This promotion will demonstrate my devotion and hard work and enable me to manage teams, take on additional responsibilities, and contribute more to the company's success. I want to improve my leadership abilities, expand my career, and promote innovation and growth in the company.

| Career Goal | Timeframe | Objective | Actions |
|---|---|---|---|
|  |  |  |  |

| Short-term Goal | Within 6 months | Secure a promotion to an upper-level management position within the current company. | • Leverage ICT expertise for strategic contributions. <br><br> • Seek opportunities to lead projects and teams. <br><br> • Develop and showcase leadership skills through training and workshops. <br><br> • Establish a track record of driving innovation and growth in the organization. |
|---|---|---|---|

**Table 1: Short Term Career Goals**

(Source: Created by Author)

| Goal | Plan | Timeframe |
|---|---|---|
| Obtain a Professional Certification | Research and choose a relevant certification. | 3 months |
| Improve Leadership Skills | Attend leadership training and workshops. | 6 months |
| Enhance Technical Competency | Enrol in online courses or workshops. | Ongoing |
| Expand Professional Network | Attend industry events and join networking groups. | 1 year |
| Secure a Promotion | Set performance goals and demonstrate results. | 1-2 years |
| Achieve Work-Life Balance | Implement time management strategies and self-care. | Ongoing |

| Transition to a New Role/Industry | Gain necessary skills and update resume/LinkedIn. | 1-2 years |
| Develop Effective Communication | Take a public speaking or communication course. | 6-12 months |

**Table 2: Goals and plans for Career Development**

(Source: Created by Author)

**Employment Evaluations**

**Self-Evaluation**

| Skill/Competency | Self-Rating (1-10) | Comments |
|---|---|---|
| Technical Proficiency | 9 | • I have consistently demonstrated a strong understanding of our company's IT systems and have adapted quickly to new technologies.<br>• My proficiency in network administration, troubleshooting, and software development is a significant asset to our team. |
| Problem-Solving | 8 | • I excel at diagnosing complex technical issues and providing effective solutions.<br>• I've resolved numerous critical system failures, minimizing downtime and ensuring minimal disruption. |
| Leadership and Teamwork | 7 | • My ability to lead small project teams and |

| | | |
|---|---|---|
| | | collaborate with colleagues has contributed to the successful execution of IT projects.<br><br>• My collaborative approach has fostered a positive work environment. |
| Communication | 9 | • I maintain clear and open lines of communication with my colleagues, ensuring all stakeholders are well-informed.<br><br>• My documentation skills have streamlined processes and increased efficiency. |
| Adaptability | 9 | • My readiness to learn and adapt to evolving technologies has been vital.<br><br>• I've embraced new tools and methodologies, consistently staying current in the fast-paced IT industry. |
| Time Management and Planning | 8 | • I've effectively managed multiple projects simultaneously, meeting deadlines and delivering quality results.<br><br>• My strong organizational skills have contributed to the team's efficiency. |
| Strategic Thinking | 7 | • I've contributed to the development of innovative solutions that align with our company's long-term goals.<br><br>• My ability to think strategically has resulted in cost-effective IT strategies. |

**Supervisor Evaluation**

| Skill/Competency | Supervisor's Rating (1-10) | Comments |
|---|---|---|
| Technical Proficiency | 9 | The employee often masters the company's IT systems and adopts new technology. Our staff benefits from their network administration, troubleshooting, and software development skills. |
| Problem-Solving | 8 | The employee solves complicated technological challenges well. They've fixed several important system failures, minimising downtime and disturbance. |
| Leadership and Teamwork | 7 | The person manages small project teams and works well with co-workers to complete IT tasks. Their collaboration creates a good workplace. |
| Communication | 9 | Employees communicate openly with co-workers to keep stakeholders informed. Their documentation skills improve efficiency. |
| Adaptability | 9 | Employees that are willing to learn new technology are priceless. They keep up with the fast-paced IT business by adopting new technologies and methods. |
| Time Management and Planning | 8 | The person meets deadlines and does great work while managing several tasks. Their organisational talents boost team efficiency. |
| Strategic Thinking | 7 | The individual has helped create unique solutions that support our company's long-term aims. Their strategic thinking yields cost-effective IT strategies. |