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| Unit Code: | MNG03236 |
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| Assignment No.: | 2 |
| Assignment Title: | Career Portfolio |
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Declaration:

*I have read and understood the Rules Relating to Awards (*[Rule 3 Section 18 – Academic Misconduct Including Plagiarism](http://policies.scu.edu.au/view.current.php?id=00140#s18)*) as contained in the SCU Policy Library. I understand the penalties that apply for plagiarism and agree to be bound by these rules. The work I am submitting electronically is entirely my own work.*

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| Signed:  (please type your name) | PUJA |

Career Portfolio

Executive Summary:

The purpose of this report was to draft a detailed career portfolio that could easily identify the glimpse of my past study and experiences, through this report I have been able to understand the idea of career development and that how it is important to manage my career by using different approaches.

One of the main things that this report highlight is the justification of how to determine short and long term goals, this report has helped me to break down my goals and measure them so that I could identify where I will be standing in coming years.

The main finding of this report showcase my abilities, vision and future perspective, also it concludes my ideology of goals and objectives. It enlists clearly how my future growth will be successful and for that what tasks will be done by me to ensure that growth.

# Introduction:

With graduation in hospitality management, I have managed to build a strong grip over various departments within hotel management, however, my main focus of interest has always been towards foods and beverages department and have made my efforts to grow in the relevant department by taking up different internship programs. (Shaidullina)

The field of tourism and hotel management has always attracted me and was always passionate to grow myself within this field. To pursue with my dreams I, therefore, secured my graduation in Art International Hospitality and Tourism Management after which I have also taken field experience furthering it with Master’s Degree in International Tourism and Hotel Management from Southern Cross University. (Mallon)

During the time period of my studies, I was able to secure expertise over marketing, sales and promotion, business development, hospitality, problem handling, and professional development as well.

(Pathiraja)Before stepping into professional life and starting its one true career, one must have enough of field experiences, and with this, I have maintained to score some good number of experiences as have worked as waitress, cook and ticket officer. During my field experience, I have learned customer handling, developed problem-solving skills, developed better communication skills.

# My Career

# Degrees that I have secured both at graduation and master level are in Art International Hospitality and Tourism Management and international tourism and hotel management respectively. The exposure that these degrees provide is vast and gives us diverse fields to work and gain experience. My graduate position enables me to see my future in the food and beverages department. Food and beverage department covers the vast areas of hospitality and so I consider that I will be able to secure a strong position within this department.

As I am passionate about my work and have gained relevant experience in this field I consider that I will be able to showcase my management and problem-solving skills within this department with full zest and zest. As career development is not only about earning right but is also about working in the field which could not only grow you personally but also professionally.

When we look into depth Career is more about making your dreams into reality, and this could only be done by hard work and interest, if you are working in a right way you will be more efficient and productive as you are following your dreams. Professionally when you enter a specific domain or field it is compulsory to survive the field that means a candidate entering the field must be aware of how to deal with specific problems, (Thompson) how to tackle the uncertain situation, a good career needs certainty and that can come along with career management.

Career Success, on the other hand, can be referred to constant efforts and achieving small goals and targets on individual and as well as on a team basis. Small targets make you ready to achieve bigger goals of your career and making your career more successful one.

To achieve all the experiences and making my career I wish to go for the following organization:

Organization name: ICC Sydney

Contact person: Mr. Peter Charge

Position title: HR Manager

Postal address: 14 Darling Drive

Sydney, NSW 2000

I will wish to join this organization as Casual Banquet Wait Staff and for that reason, I have also taken many internships in the relevant field as well, I wish to practically experience that u have learned within my degree.

Goal Setting:

Goal Setting allows an individual to work dedicatedly and to stay motivated about their aims and visions, any individual will set a long term goal and to achieve those long term goals, short term achievement needs to be maintained. These achievements ensure your short term goals and give strength to your short term objectives. (ADAMS)

Career Goals are always achieved if you divide them in chunks and try to achieve all those chunks step by step, marking them as your milestone and covering your drawbacks and converting them to success. (Juneja)

For this purpose your goals should be exact and real, they must be achievable and understandable, a short term goal set must always be relatable to and should be a stepping stone for a long term goal. To achieve your goals one must be having a complete commitment towards their goals and should be self-motivated and has the efficiency to drag themselves towards their target. (Ziarati)

# MNG03237 PORTFOLIO - CAREER GOALS WORKSHEET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SHORT-TERM 1 YEAR** | **EARLY CAREER 3-5 YEARS** | **MID-CAREER 10+ YEARS** | **LATE CAREER 20+ YEARS** |
| **DRAFT GOAL** In x years I’ll be a … | Casual Banquet Wait Staff | Supervisor | Senior Manager | Own my business |
| **SPECIFIC**   * What is the central activity? * Consider responsibilities, department, tasks, reporting structure, etc. | Serving customer, dealing with clients, reporting to supervisor | Dealing subordinates, maintaining check and balance, reporting to manager | Decision making, identifying problems and solving, Reporting to CEO | Expanding business, working on new ideas, reporting to none |
| **MEASURABLE**   * Quantify the role and activity * Consider job title, pay, hours, other benefits, team size, etc. | Waitress, 12-hour job, $20 to $30, team size big to almost 20 to 60 people | Supervisor, $100 to $200, team size medium, to almost 10 to 20 people | Senior manager, $200 to $600, team size narrow to almost 10 to 15 people | Chief executive officer, Pay from $1000 to $3000, team few from 2 to 3 people. |
| **ACHIEVABLE**  Will you need specific:   * Training, certification or skills; resources or memberships; mentors or networks, etc. | Good communication and presentation skills | Good analytical skills | Strong decision making and problem-solving skills | Technical and business knowledge |
| **RELEVANT**   * Consider alignment with your values/strengths/personality/life stage? | I am a good communicator with experience of the waitress | Have taken training among different department to supervise | While my graduation I have been able to solve various scenarios based cases with success | I have learned business development and marketing to grow business |
| **TIME-BOUND**   * What is the deadline? * Demonstrates that this deadline is realistic. | 1 year | 1.5 year | 3 years | 10 years |
| **FINAL GOAL**  Edit each of your SMART elements into a comprehensive, coherent goal statement. | Easy to catch up | Learning phase | Strength developer | Final aim |

Conclusion:

While concluding my career portfolio I can relate that my aim in life is to achieve all my short term and long term goals, and for that I have scheduled my study and field experience accordingly, I have wished to grow myself in hospitality, tourism and food and beverages department as all three are linkable and to lead a road to the same field. In future, I wish to peruse my passion as my sole career and someday I wish to own my business in the same field and all the experience that I will gain will help me to develop my career and further grow my business

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