



LUFUNO NDOU

Date Of Birth : 1997/10/02
Address : 1378 Block F
Soshanguve
0152
City : Pretoria
Nationality :South African
Contact Details :0815859746
Email :Ljasmine551@gmail.com
Vaccinated against Covid-19 : Yes

EDUCATION

Institution : Hlomphanang Secondary School (2014)
Qualification : Grade 12/Matric
Modules : English, Geography, Life Orientation, Life Sciences, Tshivenda ,Physical Sciences.

Institution : Botho-Socio Psychology Empowerment (2015)
Qualification : End-User Computing
Modules : Introduction To Computer, Ms Word, Ms Powerpoint, Ms Excel,Internet ,Ms Office And Ms Outlook

Institution : Overcomers Training College (2022)
Qualification : N3 and N4 Chemical Engineering
Modules : N3 Mathematics, Engineering Drawing, Engineering Sciences And Plant Operations Theory,N4 Mathematics,Chemistry,Engineering Sciences And Chemical Plant Operations

Institution : Educourse (2024)
Qualification : Office Administration Introduction
Modules : Introduction To Office Administration, South African Business Environment, Office Technology And Tools, Communication Skill In The Workplace, Time Management And Productivity, Administrative Procedures And Processes ,Basic Financial Administration,Legal Considerations In Office Administration,Event Planning And Coordination

Institution :The TEFL Academy (2024)
Qualification :Teaching English As A Foreign Language Level 3
Modules :History Of TEFL And How People Learn, Lesson Planning, Teaching Online, Reflective Practice For Teaching And Learning, Understand And Teaching English Grammar, Teaching Vocabulary And Pronunciation, Teaching Receptive Skills :Listening And Reading, Teaching Productive: Speaking And Writing.

Driving Licence : Code B

WORK EXPERIENCES

Company : Ikhwezi Lethemba Primary School

Position : Educators Assistant
Duty : Class Admin, Assist Educator With Lessons, Prepare Study Material, Make copies of activities, Print out and scan documents, Ensure That The Studying Environment is Safe And Clean, Assist To Create Lesson Plans, Assist Parents With Special Needs Learners And Assist Learners With Activities.

Period : 6 Months
Reason for leaving : Contract ended

Company : Siyokhela Primary School
Position : Educators Assistant
Duty : Class Admin, Assist Educator With Lessons, Prepare Study Material, Make copies of activities, Print out and scan documents, Ensure That The Studying Environment is Safe And Clean, Assist To Create Lesson Plans, Assist Parents With Special Needs Learners And Assist Learners With Activities.

Period : 6 Months
Reason for leaving : Contract ended

LANGUAGES

English
Afrikaans
Isizulu
Isixhosa
Tshivenda
Sepedi
Setswana

INTERPERSONAL SKILLS

Caring ,Empathetic, Good Listener With Clear Communication Skills, Team Player ,Attentive, Patient ,Punctual, Good Social Skills, Flexible And Adaptive, Fast Learner and Eager To Learn New Things, Able To Work In Groups ,individually and under pressure.

REFERENCES

Mr. Edwin Ndou
Parent
Cell:0728992598

Mrs Mabuza
Mentor/Supervisor
Cell:0833498221

Mrs Beauty Matume
Mentor
Cell:0611069320