
ALITIA KOEKEMOER



ALITIAKOEKEMOER2703@ICLOUD.COM



064-791-9456

DATE OF BIRTH:

27-03-2002

NATIONALITY:

SOUTH-AFRICAN

GENDER:

FEMALE

HOME ADDRESS:

46 JUDY STREET,
MODEL PARK,
WITBANK,
1034

TEFL TRAINING

Level 5 168 Hour TEFL Certificate – The TEFL Academy, UK.

Teaching English Online and One to One (30 hours)

Teaching Business English (30 hours)

Teaching English to Young Learners (30 hours)

- March 2024 – November 2024
 - Grade
- Created lessons for a variety of levels from pre-intermediate to advanced
 - Teaching speaking, listening, reading and writing
 - Material & resource creation, utilising the internet
- English grammar and how to teach the essential language
 - Needs analysis and teaching in different situations
 - Classroom management and teaching techniques



EDUCATION

HUGENOTE

Grade 12 Matric
National Senior Certificate
2020

TEFL ACADEMY

Level 5 168 Hour TEFL Certificate – The TEFL Academy, UK.

Diploma-Qualification Number: 603/3835/0 (2024)

ABOUT ME

I am an educated, qualified EFL teacher. I enjoy using my creativity to produce stimulating lessons to inspire and engage a class. I work well in a team and can communicate effectively at all levels and ages.

HOBBIES

HORSE RIDING, GYM, SWIM

PERSONAL DETAILS

DATE OF BIRTH:

27 March 2002

MARITAL STATUS:

Single

NATIONALITY:

South African

DRIVING LICENCE:

Code 8

LANGUAGES SPOKEN: Home

Language Afrikaans, English

REFEREES

Continental ContiTech SA

Riaan Van Niekerk:
(082-570-5644)

Vessel and Air Services:

Francois:
(079-884-7395)

Buks Muller & Kie

Nicolette Swart:
011-811-4470

EMPLOYMENT

Continental/ ContiTech SA:

Admin Clerk- Receptionist- Data Capturer

- Operating Switchboard.
- Assisting walk in Clients.
- Doing daily fuel slip checks and loading it on excel.
- Checking daily job card food slips.
- Assisting safety department with contractors pack from index.
- Booking Medicals and Inductions for Glencore site.
- Booking training (FAT, Basic Rigging, Confined Spaces, First Aid, Conveyor belt training, Contractor Subordinate Manager (2.9.2).
- Calculating of time sheets.
- Loading and Updating of Opportunities on Salesforce programme.
- Assisting in all departments where needed.

Vessel and Air Services:

Data Capturer – Administration Clerk – Receptionist

- Running the Pressure Vessel Testing Department.
- Assisting of job numbers needed for jobs being done.
- Completing Safety Valve Verification Reports.
- Capturing of Pressure Vessel Inspection Reports on Astram programme.
- Working on Doc-Hub programme to compress documentation.
- Microsoft Office (Outlook, Excel, Power Point, Word, HTML).
- Loading completed jobs on server or Intranet programme.
- Sending out Inspection Reports to clients.
- Doing quotations on word document and working on a quoter for parts to be ordered on excel document.
- Completing Supplier and RFQ forms in the Job File.
- Following up on outstanding orders and following up on client quotations.
- Internal sales Scheduling of jobs Reception duties.
- Filing.
- Ordering of printer accessories and making sure the telephone lines is working. 2022-2024/08.

Buks Muller and Kie:

Asset Clerk- Data Capturer- Admin Clerk- Receptionist

- Captured client information on Client Mate.
 - Assist other departments with administrative tasks.
 - Assist with reception and switchboard.
 - Signing in documentation from clients.
 - Filing.
 - Scanning of client Documentation.
 - Follow up with clients via Email or contacting them regarding the documentation needed or to be fetched.
 - Work on Pastel (Customers and Supplier Invoices, Petty Cash, Debtors and Creditors, Bank.
 - Reconciliation, GL Reports Print and Export to Excel).
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- Company Registrations on CIPC.
 - Company Annual Returns on CIPC.
 - Assist Clients at Reception.
 - Reconciliation, GL Reports Print and Export to Excel)
 - Company registrations on CIPC
 - Company Annual Returns CIPC
 - Assist clients at reception.
- 2021-2022

CERTIFICATES AND COURSES

TEFL ACADEMY

- **Level 5 168 Hour TEFL Certificate – The TEFL Academy, UK.**
Diploma-Qualification Number: 603/3835/0 (2024)
- **Teaching Business English (30 hours)**
Certificate (2024)
- **Teaching English Online and One to One (30 hours)**
Certificate (2024)
- **Teaching English to Young Learners (30 hours)**
Certificate (2024)

COMPUTER LITERACY

- Microsoft Office Suite: MS Word, MS Excel, MS PowerPoint, MS Outlook (Email), Google Searches and Internet
- Sage/ Pastel
- Astram
- CIPC
- Salesforce

PERSONAL SETTINGS

As a pro-active and results-oriented person within the work sector, I have an excellent work record. I want to obtain a position in an established company, where I can add value immediately and further refine my skills. I am meticulous and dedicated and always strive to achieve my goals. I am fast, dedicated and attentive in any work environment. I am a sincere, diligent and reliable person.

DECLARATION

I have the ability to deliver superior, high-quality solutions, cultivate strong relationships, make real-time decisions and solve problems in a way that focuses on innovation and growth. I am an excellent team player who listens, thrives on collaborating with diverse talented team members and their diverse thoughts, opinions and perspectives to meaningful action. I am also an energetic and motivated thinker who can inspire and motivate others, successfully manage multiple tasks and perform under pressure with accurate results in a dynamic environment.

PROFESSIONAL SKILLS

- Adaptability: Adapts easily to change under various circumstances.
- Multitasking: I am dedicated to tasks and efficient in fast-paced multitasking environments.
- Dynamic and Flexible: My willingness to change or compromise to be a top performer.
- Problem Solving: I can process difficult or complex issues and find solutions.
- Teamwork: I am a strong team member, able to prioritize and be responsible.
- High Pressure Environment: Accustomed to a rapidly changing environment.
- Service Oriented: I will give priority attention where needed.
- Leadership: I have strong leadership skills, can prioritize and be responsible.