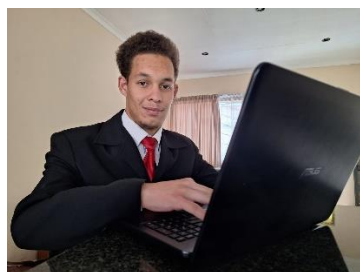


Riaaz Cornelson

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Profile

I am a university graduate, and I have recently obtained a TEFL qualification. I believe I would be a great TEFL teacher because I can use my creativity to create great, stimulating and interesting lessons to benefit the students. Due to experience as an HR intern, I believe I can communicate effectively to all ages and work well in a team environment. I enjoy playing soccer, guitar and writing in my free time. I always strive to improve upon my current work and believe this work ethic will lead to better lessons for the students.

TEFL Qualifications

2024 Qualifi Level 5 Diploma in Teaching English as a Foreign Language (168 hours)

- The TEFL Academy

- Ofqual regulated Level 5 qualification, DEAC approved
- Lesson planning, Classroom management, Teaching vocabulary and pronunciation, Teaching receptive and productive skills, Teaching grammar, Materials development for face-to-face and online lessons, Assessed lesson content for A1-C2 level students.

Education & Courses

2021 – 2023 Bcom Industrial Psychology – University Of Johannesburg

- Foundations of Psychology and business

- Organizational behavior and development
- Human resource management
- Workplace motivation and well-being

Employment

February 2024 – January 2025 Human resources intern, Heineken Beverages, Germinston

- Assist employees' biometric access to the site on "Besaccess"
- Participate and observe interviews.
- Participate and observe disciplinary.
- Printing and distribution of staff sales cards.
- Attend union meetings and write the minutes as well the agenda.
- Weekly notice board update with important staff notices.
- Create graphs on Excel and PowerPoint.
- Assist employees with the Kiosk stations.
- Use Excel, PowerPoint and Word for various purposes.
- Projector and speaker's setup for all presentations.
- Orientation for new employees including the introduction to the business policies.
- Capture bonus savings, bonus savings cancellation, funeral benefits forms (both provident and retirement funds) on MyHR.
- Edit videos using CapCut.
- Schedule interviews for potential employees.
- Provide feedback to all interviewees.
- Print out employment confirmation letters.
- Verification checks on potential employees.
- Distribute gifts.
- Capture IR (disciplinary cases) cases on a spreadsheet.

Hobbies & Interests

I enjoy music and can play guitar.

I write short stories in my free time.

I play soccer, about twice a week, to keep in shape and occasionally swim.

Personal Details

Date of Birth: 29 August 2002

Nationality: South African

REFEREES ON REQUEST