**CURRICULUM VITAE**

**OF**

**CHARLENE NAIDOO**

**[NEE PETERS]**

20 Tensing Way

Everest Heights

Verulam

4339

Sir/Mam

Letter of Application

I wish to apply for a position in your company. I feel that I would be of great benefit to your company as I have the ability and ambition to perform under pressure as a team player as well as an individual.

Being from an educational background, I have been able to develop qualities of being versatile, approachable and courteous, I see myself as a hard- working individual and through my work experiences I have developed my skills to an extent I have good communication skills and I am highly motivated to succeed in life.

I am well equipped in providing guidance, feedback and innovative ways of teaching and learning.

I do believe I can make a good contribution in your company because of my past working experiences and I am prepared to work hard in any position assigned to me.

I would like an opportunity of discussing a position that could be available to me.

Thanking you in advance.

Yours sincerely

Charlene Naidoo

0615454896

**CHARLENE NAIDOO**

**20 Tensing Way, Everest Heights, Verulam 4339**

**Cell:** 0615454896 **Identity No: 8311170140084 Gender: Female**

**Status: Married**

**QUALIFICATIONS**

1. Passed Grade 12 in 2001 with a Matric endorsement[Verulam Secondary School]
2. Completed a Diploma in Information Technology at Richfield Institution of Technology [PC Training & Business College] obtaining Distinctions in all Subjects
3. Completed a Assessor Training and receive a Certificate on completion with ETDP/SETA
4. Completed a Bachelor’s Degree in Education (Senior & FET phase) at UNISA
5. Currently completing a Certificate for Teaching English as a Foreign Language(TEFL)

**WORK EXPERIENCE**

1. Completed experiential training at Richfield Institution of Technology [PC Training & Business College – maintenance and installation of computers under the supervision of the IT Department.
2. Appointed as the Quality Assurance Administrator and Lecturer at the Phoenix Campus of PC Training & Business College
3. Appointed as Examiner and Moderator of setting and moderator National continuous Tests and National Examination for the Further Education and Training Programmes for Information Technology and Business Management
4. Was the QAA during the UMALUSI evaluation cycle of PC Training & Business College for the accreditation of the Further Education and Training programmes
5. Was the QAA during the **SAB ISO 9001 -2000** audit in April 2008
6. Lectured in Basic computing skills in adult training, Information Technology and Business Management Modules while at PC Training & Business College.//
7. Worked as educator at Foresthaven Secondary School, from 2009 – 2020 specializing in grade 10-12 Computer Applications Technology and Information Technology
8. Was a part of examiners & moderators for setting cluster papers of grade 10-12
9. Appointed at the educator representative for the School Governing Body from 2015-2019
10. Completed and was appointed Grade 12 Invigilator from 2009 -2019
11. Appointed as the secretary for the Interview Committee at Foresthaven Secondary School for the Principal and HOD posts

**DUTIES OF A QUALITY ASSURANCE ADMINISTRATOR [ PRINCIPAL] AND QUALITY ASSURANCE LECTURER**

1. Was a former principal of a Campus of PC TRAINING COLLEGE [now RICHFIELD]
2. Had complete control of the marketing , registration and upkeep of the campus
3. Attended to all matters concerning the maintenance and upkeep of the infrastructure and computer equipment.
4. Attended to the registration of the learners after discussion with parents regarding the various programmes and modules offered at the campus
5. Responsible for the collection ,depositing and receipting of all monies and submission of all financial records to the Head Office
6. Attended to learners’ learning problems and queries of parents
7. Conducted ,marked and moderated all tests and examinations as per the examination rules of PC TRAINING COLLEGE
8. Conducted short courses in Information Technology to various groups of learners from post matric learners to elderly adults who required computer skills for the job application

## DUTIES AT FORESTHAVEN SECONDARY SCHOOL (EDUCATOR)

1. Preparing lesson plans and forecast for the lessons
2. Setting & moderating internal papers, attending workshops for subject related matters and professional development
3. Was in charge of the SASAMs program:

* Capturing new pupils details
* Subject allocations for pupils and educators
* All curriculum related matters from capturing marks, generating schedules, reports

1. Was responsible for submitting all SASAMs related information and term ends required by the Department of Education
2. Assisted in the drawing up the time table using the ASC program with the splits of classes, subjects and grades
3. Assisted in compiling distribution roster and invigilation rosters for the examinations
4. Was apart of the schedule checking teams for submissions and checking as per Department requirements.
5. Was in charge of collecting examination stats from educators and drawing up and final copy with all subjects for submission
6. Assisted with enrollment of learners, subject choices of learners in grade 9/10.
7. Was in charge of learner allocations to classes based on subject choices
8. Apart of the fundraising Committee which raised funds to install fans in the classrooms, installing benches at the school, upgrade of school toilets
9. Was the organizer of the Amazing Race Challenge as a sports event
10. Was the organizer of the Charity for Kids with my form class that raised funds and obtained sponsorships to hand out to the less privileged kids in Verulam and Phoenix Children’s homes
11. Interacted directly with parents/guardians during parents meetings, school visits
12. Played a role as a support educator for learners facing difficulty at home or just personal problems especially with the young girls
13. Was responsible for maintaining, upgrading and monitoring the computers in the computer room as well as the school based computers(educators/office)

## PROFESSIONAL ATTRIBUTES

1. Firm believer in team work – an excellent team player
2. Positive/ Enthusiastic outlook life
3. Ability to multi-task, meet deadlines and submit reports of quality on a monthly basis
4. Very computer literate
5. Able to handle and work under pressure
6. Able to assist learners and parents from different backgrounds and cultures
7. Good communication skills
8. Highly motivated
9. Always willing to learn and expand my experience and knowledge
10. Firm believer in a neat and tidy environment

**References**

1. Mrs N Naidoo

Ex-Principal

Foresthaven Secondary School

0315051048

0845090194

1. Mr L I Bagirathi (Principal)

Foresthaven Secondary School

0315051048

1. Mrs R Singh (HOD)

Foresthaven Secondary School

0315051048

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