

Charles Fritz

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Profile

I am in the process of completing my BSc in Computer Science. I am a level 5 TEFL qualified teacher. I am a natural leader with a deep curiosity for life and a passion for learning. I enjoy meaningful conversations and take genuine interest in understanding people's perspectives and habits. With a strong affinity for IT, I love exploring gadgets and staying updated on tech trends. Committed to growth, I continuously refine my teaching style to inspire others. My blend of knowledge, curiosity, and leadership makes me a dynamic and engaging individual.

TEFL Qualifications

2025 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.

2025 Teaching Business English - The TEFL Academy - Currently studying

Education & Courses

2022 - 2026 BSC Computer Science - IU of Applied Sciences

- Currently doing my undergrad degree in Computer Science at the International University of Applied Sciences.

2000 – **Matriculated – Gardens Commercial High School**

Relevant Experience

I have over 2 decades experience in conversational teaching. I have worked with many colleagues whose first language is not English and have been helping them with their language skills. This is in an informal setting in my current work place.

Employment

June 2004 – present **Sales and Admin Manager, Jambo Imports and Exports, Cape Town, South Africa**

I started as a debtors clerk and progressed to Sales and Administration Manager, where I now oversee sales, administration, and daily operations. I manage a client base of over 10,000, drive new business through cold calling and digital leads, and contribute to marketing efforts like newsletters and online catalogues. With 20+ years of expertise, I'm skilled in MS Office, Quicktill, Trader, and Sage Evolution for inventory and invoicing. I supervise office, sales, and warehouse teams, ensuring smooth operations, and handle logistics—both local and international—including imports/exports documentation. I manage administrative tasks like sales reports, orders, and filings while coordinating with suppliers and freight forwarders. Reporting directly to the directors, I collaborate with the financial manager on revenue and debtor's book management. My strong relationships with local and global clients reflect my hands-on, results-driven approach.

Hobbies & Interests

I love reading and exploring the internet. I like reading interesting articles. I spend time with my children. I spend time with my wife and my Bible. I am passionate about writing sermons, preaching and I take a huge interest in the latest tech. I love sport especially formula one and European football (soccer). I love winter sports as well.

Personal Details

Date of Birth: 12th of April 1983

Nationality: South African

REFEREES ON REQUEST