

ASHLEIGH MOKGOSHI

SUMMARY

I am a Diploma in Accountancy graduate from the University of Johannesburg. I have also obtained a Level 5 TEFL teaching certificate from the TEFL academy and a qualified EFL Teacher. I'm a native English speaker and teacher with 2 years tutoring experience in formal and informal setting. I enjoy using my creativity to produce stimulating lessons to inspire and engage a class. I work very well in a team and able to communicate effectively at all levels and ages.

CONTACT

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☎ 0609178368

📍 South Africa, Pretoria

LANGUAGES

English

Setswana

isiZulu

REFERRAL

Ekele Seamless Gutters

Mr Amos Mokgoshi (CEO/Manager) 0839614095

Jorrisa Network and Cabling Company

Mrs Tiro Tsoai (Manager) 0832049648

EXPERIENCE

TEACHER/TUTOR

Volunteering Jan 2018 - Jan 2020

Teaching in informal setting and helping out kids in my community with their English and Maths homework

Offering free English lessons and Accounting lessons

University Tutor offering Accounting lesson to first year students that might need assistance with their work and assignments

EDUCATION

Diploma in Accountancy

University of Johannesburg

- Cost and Financial Management
- Financial Accounting
- Auditing
- Taxation
- Business Law
- Economics

TEFL TRAINING

The TEFL Academy May 2022 - Aug 2022

Level 5 168 hour TEFL Diploma in Teaching English.

- 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
- Classroom management and teaching techniques

TEFL TRAINING

The TEFL Academy May 2020 - Aug 2022

- Teaching English to Young Learners (30 hours)
- Teaching English Online and One to One (30 hours)
- Teaching Business English (30 hours)

EMPLOYMENT

Bookkeeper/Bookkeeping Clerk

Ekele Seamless Gutters

- Managing the cash flows
- Prepare Financial Statements
- Managing daily transactions ,recording of daily receipts and payments in accordance with all corporate protocol
- Filling documents and Managing documents

Administrative Assistant

Jorrisa Network and Cabling Company

- Coordinate and maintain impressive office organisation to keep facilities efficient,organised and professional
- Contributed to process development for creation of data market targeting mass markets
- Utilized companies tools to identify opportunities and develop action plans to improve performance
- Controlled inventory stock levels ,reordering as necessary with the budget

SKILLS

- Office duties
- Data Processing
- Google Workspace
- Financial Management
- Teamwork and Communication
- Leadership skills
- Analytical thinking