

SELISHA MOODLEY

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Summary

Caring teacher with strong communication skills and drive to get students excited about learning. Specialising in creating stimulating environments, encouraging a supportive classroom atmosphere for all students. I am confident in building rapport with people of any age to create memorable learning experiences as I was previously a sales and customer service consultant with over 4 years of experience, therefore I am fully able to handle any situation while remaining calm and focused. Knowledgeable of national curricula and safeguarding principles.

Education & Certifications

Grade 1 - 3 Play Based Learning Course Playsa.org	05/2023 to 05/2023 Online
Professional Microneedling Certificate, Professional Dermaplaning Certificate, Professional Chemical Peel Certificate, Professional Microdermabrasion Certificate, Professional Facial Skin Care Certificate SG International CDP	09/2022 to 12/2022
Certificate of Registration South African Council for Educators	11/2022 to 11/2022
CPR, AED and First Aid Alison	10/2022 to 10/2022 Online
Postgraduate in Education (SP and FET) Stadio	01/2021 to 03/2022
Professional Make-up Artistry Certificate, Professional Nail Technology, Certificate Professional Hair Styling Certificate SG International CDP	05/2018 to 07/2018
120 Hour TEFL Certification TEL Professional Development Institute	04/2018 to 06/2018 Online
Diploma in Information Technology Damelin	02/2015 to 03/2018
National Senior Certificate Merebank Secondary	01/2010 to 11/2014

Experience

Sales Consultant (2IC) CELL C Maintain and grew a strong client base. Responded to new and current client base regarding complaints and service enquiries. Assisted manager with daily banking, handling feedback, queries and complaints from customers, booking training for staff, ordering and receiving of stock and document management. Executed complete sales cycle process, from prospecting through to contract negotiations and closing. Secured new clients through targeted prospecting, networking and cold-calling. Up to date product knowledge to maximise sales and meet targets.	12/2018 to 03/2023
Student Teacher Merebank Secondary School Responsible for assisting my mentors in maintaining the class orderliness during lessons. Collaborated with department teachers to design effective lesson plans, curriculum and extracurricular activities, engaging students' interest. Organised learning activities, observed classroom procedures, prepared visual materials. Encouraged good behaviour through clear instruction, positive reinforcement and applying appropriate discipline to rule-breakers. Treated all children equally regardless of race, religion, culture, or disability to elevate students' sense of self-worth. Shadowed classroom teachers to learn best practices to align with teaching style.	05/2021 to 09/2021
Technician and Accessory Specialist Vodacom Appointed as the first female Techzone consultant and accessory specialist. Facilitated and oversaw data transfers	06/2018 to 11/2018

and device troubleshooting devices, booking in device repairs, improving customer satisfaction through excellent customer service. Exceeded sale targets consistently. Performed diagnostics and troubleshooting to evaluate equipment performance and increase reliability. Trained and coached junior team members to maximise knowledge and competencies and increase performance.

Medial Audio Typist/ Admin Staff

03/2018 to 05/2018

St Augustine's Hospital Cardiology- Patel J & Partners Inc

Provided administrative support to the clinical staff. Produced typed reports, clinic letters and, transcribing notes from Doctors and Consultants. Basic admin duties included preparing, organising and storing information in paper and digital form and answering and transferring calls to the correct department within the practice.

IT-in-Service Training

09/2017 to 09/2017

Department of Education

Responsible for customer incident reports and the co-ordination of rapid and appropriate responses to requests, including: channeling requests for assistance to appropriate functions, monitoring progress, and keeping customers appraised of progress.

Skills

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| <ul style="list-style-type: none">• Retail: Developed rapport with customers and provided excellent customer service
Facilitated conflict management within sales team
Aided team workers in sales activities• Education: Maintained classroom management and initiated critical thinking
Able to create lesson and curriculum planning• Leadership: Second in command to line manager | <ul style="list-style-type: none">• Time Management: Able to balance academic studies and full- time job• IT and Computer: Proficient in Microsoft Office• Communication: Languages: English (fluent).
Confident presenter due being a sales ambassador |
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References

Ryan Shaw (Cell C Bluff Manager): 0743664458

Rashim (Cell C Bluff Area Manager): 0847773103

Mrs V Chetty (Deputy Principal of Merebank Secondary School) :0829301482

Mrs Nalini Naicker (Supervisor at Department of Education, Durban): 0845631455