



Kungeka Mafanya



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1 Stan Mary Gardens Amalinda, East London, South Africa 5201

SKILLS

- Critical thinking skills
- Team collaboration
- Professional development
- Data gathering and analysis
- Administrative and clerical support
- Filing and data archiving
- Office administration
- Administrative support
- Office management
- Strategic planning

EDUCATION

01/2013 - 11/2014

Nelson Mandela University |
Gqeberha, Eastern Cape
Master of Arts: Development
Studies

02/2009 - 11/2011

Nelson Mandela University |
Gqeberha, Eastern Cape
Bachelor of Arts: Anthropology
& Sociology

LANGUAGES

English

Native

PROFESSIONAL SUMMARY

I am extremely driven with a clear goal to succeed am committed to learning and self-development so that I can consistently achieve better results. I am able to handle multiple tasks on a daily basis. I am a dependable person who is great at time management. I have experience working as part of a team and as an individual. Furthermore, I am adept at handling multiple tasks competently and at working well under pressure. I am motivated individual keen to support English language learners to reach their goals. I have strong conversational and written language expertise. I am an excellent problem-solver and comfortable using range of apps and software platforms. I am a creative collaborator with exceptional presentation and communication style.

WORK HISTORY

01/2023 - Current

Foreign English Teacher

DOCS International School | Gwangmyeong-si, South Korea

- Applied differentiated teaching methods to meet varied student needs.
- Adapted diverse teaching methods to boost student focus.
- Created vibrant learning atmosphere through interactive exercises and discussions.
- Evaluated curriculum and procedures to reach high quality standards.
- Delivered key academic concepts using engaging teaching methods, improving student understanding.
- Managed challenging behaviour with firm and fair style.
- Optimised student engagement with literary and non-literary concepts through innovative teaching methods.
- Engaged with students through conversational language, simplifying curriculum into relevant, understandable information.
- Recommended effective additional learning resources, aiding continued student confidence and abilities.
- Incorporated content from popular music and films to motivate and engage students.

09/2021 - 11/2022

Office Assistant

TEWO Construction | East London, Eastern Cape

- Greeted guests and clients with warmth and professionalism.
- Created weekly and monthly reports and presentations, enabling improved operational analysis.
- Received and screened high-volume internal and external communications, calls and email.
- Maintained office files for reliable reference, including electronic and hard copies.
- Responded promptly to telephone enquiries from clients, vendors and customers.
- Typed and proofread documents for senior management.
- Assisted in onboarding new hires to help with smooth integration into company culture.
- Organised and maintain office common areas.
- Conducted research and compiled data upon request.

11/2018 - 07/2020

Foreign Language Teacher

RISE Immersion English | Beijing, China

- Evaluated student progress by providing short quizzes, examinations and standardized tests.
- Produced engaging teaching materials to support enhanced student understanding.
- Planned lessons to meet language department curriculum strategies.
- Developed student vocabulary, grammar and pronunciation skills through individualised teaching to improve skills.
- Created positive learning environments through constructive behaviour management.
- Communicated with parents to discuss progress and challenges of students
- Set and marked student work, providing feedback on improvement areas.
- Recorded and reported on student development to monitor educational progress.

02/2018 - 10/2018

Financial Advisor

Old Mutual PFA | East London, Eastern Cape

- Documented all client interactions and firm activity within client relationship management system.
- Kept abreast of new industry trends and monitored market performance to back up financial consulting.
- Built and maintained client base by successfully managing and updating client portfolios.
- Researched marketplace and provided clients with information about new and existing products and services.
- Counselling clients on financial matters and provided recommendations on investment opportunities, products and services based on client needs and asset availability.

- Identified and took advantage of gaps in market and reached out to potential new clients.

01/2013 - 11/2014

Assistant Lecturer in Computer Literacy

Nelson Mandela University | Gqeberha, Eastern Cape

- Monitored students' progress against educational targets, implementing positive interventions.
- Engaged, motivated and inspired students to develop thirst for knowledge.
- Developed and updated curriculum to reflect contemporary issues, topics and industry advancements.
- Graded periodic exams, inputting marks and feedback onto computer system.
- Formulated and submitted student progress reports to management.
- Collaborated with lecturers to enhanced teaching procedures.
- Encouraged students to develop skills in reflection, critical thinking and analysis.
- Organised educational activities and events to drive learning objectives and promote engagement.
- Lectured classes using exceptional communication techniques to enhance engagement.
- Offered academic and pastoral support to students requiring additional help.
- Designed exams, assessments and course content, including lecture material and writing assignments.

REFERENCES

Nelson Mandela University
Lab Administrator
Liesl Vincent
041 504 3603
083 556 2024

Old Mutual PFA
Development Manager
Zinzisa Gomba
043 706 4111
073 345 9390

TEWO Construction
Office Manager (former)
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