

# NOTHANDO KWADI

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## PROFESSIONAL SUMMARY

I hold a Bachelor of Applied Social Sciences in Psychology and Counselling and have completed my Level 5 168-hour TEFL Certificate. I am a dedicated and detail-oriented Administrator with a passion for fostering global communication and cultural exchange through education. I have a proven track record of managing administrative tasks with precision and efficiency in diverse settings. I am seeking a dynamic opportunity to leverage my organisational skills, adaptability, and cross-cultural understanding in a Teaching English as a Foreign Language (TEFL) position. I possess strong interpersonal and communication abilities to create an engaging and supportive learning environment for students from various backgrounds. I am committed to promoting language acquisition and cultural appreciation while contributing administrative expertise to enhance the overall educational experience.

## PROFESSIONAL SKILLS

- Teaching
- Classroom Management
- Education Management
- Curriculum Development
- Lesson Planning
- Staff Development
- Instructional Design
- Educational Technology

## EDUCATION

2023	Level 5 168 Hour TEFL Certificate	The TEFL Academy
2023	Bachelor of Applied Social Sciences: Psychology and Counselling	SACAP
2015	Matric	Tulip Combined School

## EXPERIENCE

Jan 2020 – Aug 2023	Administrator	Selkirk Security Services
<ul style="list-style-type: none"><li>• Oversaw payroll, financial recordkeeping, accounts receivable, and accounts payable</li><li>• Drafted documents, correspondence, and reports using Word, Excel, and other MS Office tools</li></ul>		
Jun 2022 – Sep 2022	Counselor	The Counselling Hub
<ul style="list-style-type: none"><li>• Accumulated 100 hours of counselling experience, offering compassionate support and guidance to individuals in a therapeutic setting</li><li>• Conducted individual counselling sessions, tailoring approaches to meet the unique needs of each client</li><li>• Administered organisational tasks</li><li>• Collaborated with a diverse clientele, demonstrating effective communication and interpersonal skills</li></ul>		

## PERSONAL INFORMATION

Date of Birth  
17 May 1996

Nationality  
South African

Languages  
IsiZulu, English

Driver’s License  
Code 08

Criminal Record  
None

References  
On request