



Mbongeni Alex Ngwenya

Accounting, Business Studies and Ems Teacher

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A future educator who is dedicated to always defending and advancing the education and well-being of Learners. Mbongeni Alex is passionate about providing Learners with the finest education possible. He enjoys working in a responsible workplace and relishes the challenge of handling a varied workload. In order to encourage and improve a student's independence and self-esteem, he is able to build supportive relationships with both pupils and colleagues. He is a real team player who is sincerely committed to innovation and good practices. He is self-assured, passionate, and enthusiastic about working with Learners. He is constantly learning to increase his knowledge and expertise. Mbongeni Alex is looking for a teaching position at a school where he can develop as a professional.

Results-driven Financial Administrator with 6 years of solid experience and a proven record of achievement dealing with Financial Management, Customer Service, Administrative Management practices and office procedures. I am skilled in Microsoft Office: Word, Excel, Access, Outlook, PowerPoint, etc. as well as customer service.

PERSONAL DETAILS

Nationality	South African
Date of birth	1989-06-05
Disabilities	none
Marital Status	Single
Dependents	1
Notice Period	Immediately

EDUCATION

**Varsity College | Postgraduate Certificate in Education in Senior Phase
and Further Education and Training Teaching | 2022**
Tshwane University of Technology | Administrative Management: Finance | 2011

Steenbok Secondary School | Grade 12 | 2007

SKILLS

Creating and presenting lessons that are relevant to my student
Collaborating with students, colleagues, and Residence Manager
Able to Interact With all Ages.
Leadership qualities.
Self-Motivated.
Good organizational skills
Skilled trainee teacher who uses a wide variety of teaching methods to make learning fun and keep students of all ages engaged in the learning process.
Active learner who understands how new information affects my lesson plan and knows how to incorporate new information into existing plans.
Skilled at oral expression and comprehension to communicate clearly and understand when my students are speaking.
Organized yet creative thinker who can develop goals, write lesson plans, gather supplies and implement plans in a fun and positive environment.

EXPERIENCE

Bvelela Engineering

Financial Administrator

17 July 2017- 30 June 2023

- Updating Daily Financial Reports for Our Projects
 - Capturing and updating Tax Invoices on Sage Patel System
 - Verify Tax Invoices checking the amount and VAT
 - Presenting Financial Reports
 - Presenting Strategies on how we can improve our revenue
 - Preparing Fleet Management reports
 - Preparing Statement to Send to Suppliers
 - Data Administration
 - Preparing tracker reports
 - Assisting with Administrative Duties
 - Estimation-Preparing of Quotations and BOQ'S for Tender Applications.
 - Preparing and Uploading invoices on City Power Sap System.
 - Preparation of invoices for all Projects in the company.
 - Requesting quotations from Suppliers.
 - Safety committee secretary.
 - Making bookings for Company's Vehicles when they are due for service.
 - Provide ongoing administrative support to senior executives, driving organizational success through the management of daily operations and special projects.
 - Assist branch management with tracking of internal company reports
 - Assists employees and Managers with administrative requests
 - Assist client with checking orders prior to trip departure
 - Creating and updating spreadsheets of daily transactions
- End of Contract

Reason for Leaving

Curro Academy Clayville

Student Teacher

01 Aug 2022 -23 Sep 2022

- Working in accordance with the school's curriculum statement and policies.
- Monitoring and assessing a pupil's progress.
- always Ensuring confidentiality.
- Carrying out Invigilation duties During Grade 12 Exams and High School Test week.
- Plan Lesson for Grade 7-10(Ems , Business Studies and Accounting
- Teaching within the designated subject areas (Ems, Business Studies and Accounting)
- Planning and preparing appropriate lessons and suitable teaching materials.
- Teaching and Setting Assessments for Grade 8-9 Ems Learners.
- Teaching and Setting Assessments for Grade 10 -11 Business Studies Learners
- Teaching and Setting Assessments for Grade 10 Accounting Learners
- Supporting classroom management and assisting with general administration
- Maintaining the fabric of the classroom and creating a stimulating environment for students to work in.
- Providing administrative support.
- Keeping up to date with new teaching initiatives
- Excellent classroom skills.
- Playground monitoring and interventions to remind children of school rules
- Assisting with the planning and evaluating of learning activities.
- Always student focused
- Monitoring Learners when Teachers are not available
- Ensure comfortable, learner- focused two-way communication that empower learners to enjoy the learning process

Reason For Leaving

South African Institute of Tax Professionals
Data Administrator
23 Jan 2017- 17 July 2017

End of Teaching Experience

- Introduce customers to products and services available in our company
- Handles all incoming calls console in a polite and professional manner using standard phraseology
- Handles all in-house calls and communicates members comments, complaints, and requests to the appropriate departments and managers.
- Updating Members information in company's YM system
- Assisting member with counting and uploading their Cpd points
- Assist members with creating Cpd attendance certificate
- Assisting members count their Cpd hours
- Assisting members with their Compliance

End Of Contract

Reason for Leaving

Tshwane University of Technology
Residence Mentor
20 Jan 2011- 15 Dec 2011

- Creating and disseminating instructional materials such as notes, quizzes, and assignments for Accounting and Business Management Students
- Class supervision to ensure that all students are learning in a secure and productive atmosphere.
- Organizing Learning materials and resources for Students
- Organizing and carrying out educational programs and events.
- Maintaining a clean and tidy Mentoring Space.
- Preparing and distributing progress reports on a regular basis.
- Participating in Residence Manager -Mentor meeting
- Keeping track of and evaluating students' development.
- Preparing Accounting and Business Management Homeworks, assignments, and test for Residence Students

End Of Contract

Reason for Leaving

REFERENCES

Curro Academy Clayville

Reginald Zvorwadza
High School Teacher
061 103 5210
Reginald.z1@curro.co.za

South African Institute of Tax Professionals

Michelle Landman
Chief Operating Officer
079 508 9728 /012 941 0400
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Tshwane University of Technology

Tshegofatso Mosadi
Member of Student Committee
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Bvelela Engineering

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