



## **MARK W. ALGAR**

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### **TEFL TRAINING**

March 2022 – June 2022 - **168 Hour Level 5 TEFL Certificate - The TEFL Academy, UK**

#### **Course included:**

- Introduction to lesson planning
- Teaching English vocabulary
- Teaching pronunciation
- Understanding English Grammar
- Teaching receptive skills: Listening and Reading
- Teaching productive skills: Speaking and Writing
- Teaching grammar
- Brief history of the English language and English language teaching
- Training materials and aids, classroom management strategies
- Effective use of resources
- 20 Hour Practical in-classroom teaching assessment
- All units covered Elementary to Advanced level based on CEFR
- Needs analysis and teaching in different situations
- Language grading
- Language analysis – vocabulary, grammar, and pronunciation

### **EDUCATION AND COURSES**

**Hart Limited**, Alrode - January 1982 – November 1985

**Apprenticeship:** Tool, Jig, and Die Maker – Red Seal Trade Test Certificate

**Damelin Business School** - August 1991 - July 1992

**Diploma:** Financial Management – First Class

**Institute of Commercial Management** – Bournemouth University UK - October 1995

**Diploma:** Commercial Management – Single subject in Financial Management

**Johannesburg Chamber of Commerce and Industry** - February 2003 – August 2003

**Diploma:** Export Management – with Distinction

**The TEFL Academy:** 168 Hour TEFL Course incl. 20 Hour in-classroom teaching assessment – March 2022 – June 2022

**Qualifi Level 5 Diploma:** Teaching English as a Foreign Language

## **RELEVANT EXPERIENCE**

Highly experienced and skilled Business, Workshop and Site Manager with a demonstrated history of over 39 years working in the Engineering and Automotive sectors globally. A driven, focused and goal orientated person with a flair for actionable innovation. I have a methodical, yet adaptable approach to achieving my goals. A strong belief in my abilities to succeed and highly driven by challenging projects and problem solving.

Highly experienced in operating in areas of diverse cultures and languages over the last 35+ years, I have achieved great success in managing automotive repair and maintenance sites and training and mentoring the staff within these organizations to ensure that they meet the standards required as well as ensuring they achieve growth towards their own personal work-related goals.

Dedicated to teaching and mentoring staff to assist them to grow professionally and reach their personal work-related goals. To this end, I have successfully completed my Internationally recognized TEFL (Teaching English as a Foreign Language) Certification course giving me the ability to teach English to foreign language students Internationally, both privately or through company training programs that will mutually benefit the employer and the employee.

Skilled in Business, Branch and Sales management, Overall Site Management, Medium to Large Workshop Management and Operations Management in various sectors of industry. These sectors range from Materials Handling Equipment (Forklifts), Automotive Workshop Management, Component Overhaul Repair Services, Garage Equipment Installations and Repairs to Automotive Body Repair Consumable Goods.

I have managed both small to large teams of staff on a global basis which incorporated not only their Health and Safety programs but also product and sales training, technical training and assessment, equipment installation and repair training and certification and the mentoring of staff for new positions as well as training and preparation of staff for promotions within the company.

I have a transformational and value-based leadership approach coupled with strong communication skills at all levels. Highly reliable, diligent, and determined to succeed, I can be relied upon to plan, implement and execute the required business strategies programs and projects methodically, profitably, and timeously.

## **EMPLOYMENT**

**AMS Integrated Solutions - Site Manager - Afghanistan -23 September 2019 – 20 June 2021**

- Managed and controlled the daily operations of the relevant Workshops and Sites to ensure compliance to manufacturing standards, company policies and contractual requirements.
- Ensured consistent achievement of all KPI's as required by the client. (US Government and US Military)
- Responsible for Workplace Health and Safety through the formulation of policies, procedures and overseeing practices to ensure that a safe and productive work environment is established and maintained.
- Ensured the optimization of human resources through the design and implementation of necessary training, processes, and procedures to enhance efficiency.
- Ensured that all departments and individuals have adequate technical support and training to help achieve outstanding customer service and operational excellence.

**U-POL Limited UK** - Regional Business Manager – Southern & East Africa, Israel, Palestine & Indian Ocean Island - 01 August 2012 – 30 May 2019

- Lead the growth in U-POL sales and profits across the regions.
- Margin Chain Analysis.
- Establishment and maintenance of “Sell-Out” Spreadsheets for major distributors.
- Setting of Regional Sales Budgets and ensuring adherence to these budgets.
- Lead, Implement and Execute the companies` strategic plans and achieve an annual budget.
- Plan, implement and conduct regular product and application training courses for the distributors and their technical staff.

**TransAfrica Equipment Company (Pty) Ltd** - Owner/Managing Director – Sub- Saharan Africa and Indian Ocean Islands -01 July 2007 – 31 July 2012

- Executive Directors Fiduciary Duties towards the company.
- Overall Management of all facets of the business.
- Develop and deliver individual, specific plans for key growth countries of the region as well as sectors of industry and the distribution network within the region.
- Lead, Implement and Execute the companies` strategic plans, training programs and ensure that the company achieves all targets within an annual budget.
- Full P&L responsibility for the company.
- Identify new products that can accelerate growth, negotiate, and conclude supply agreements, and finalize importation channels for these products from various countries in Europe, the UK, China, Korea, and the USA.

### **HOBBIES/INTERESTS**

I have travelled extensively throughout my business career and enjoy meeting new people and experiencing different cultures.

I enjoy outdoor activities, especially hiking, camping and 4x4 trails.

I am passionate about reading and spend a lot of my free time reading fiction, non-fiction, and biographies.

### **PERSONAL DETAILS**

Date of Birth: 16th November 1963

Marital Status: Married

Health: Excellent

Nationality: South African

Clean, full driving licence

**REFEREES ON REQUEST**