MONESH NANKOO

ALLANDALE, PIETERMARITZBURG, SOUTH AFRICA

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Summary

I am an adaptive, organized and honest individual. I have good interpersonal skills with excellent team spirit and I am very eager to learn and develop new skills. I am also reliable and dependable and always perform my duties with a proactive approach. I have outstanding written and verbal communication skills. I am also well-organized with excellent leadership abilities and exceptional presentation skills.

Skill Highlights:

- Linux
- Pen testing/ Cyber security
- Network and System Administration
- Virtualization
- Automation/ A.I
- Blockchain

Experience

- **Title: Administrator volunteer**
  Date - February 2020
  ALLANDALE PRIMARY
  Location: Pietermaritzburg, South Africa.
  Main duties performed: Finance, Assisting with student records.
  o Enter information from documents to be stored.
  o Handle documentation.
  o Consistently check work for accuracy and completeness.
  o Reads the information and keys the data into the necessary fields.
  o Stock control, implications and how to manage and control each input/document update into the system.
  o Compare the entered information with the source to identify errors and correct.
  o Accuracy when working with financial records.

- **Title: English Teacher**
  Date - Nov. to Dec. 2019
  ASTON ENGLISH SCHOOL
  Location: Ho Chi Minh City, Vietnam.
  Main duties performed: Age groups 8 - 15
  Subjects taught - English in both public and private schools.
  o Instruct students on interpreting content of textbooks.
  o Teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure.
  o Create positive educational climate for students to learn in.
  o Meet course and school-wide student performance goals.
  o Establish and communicate clear objectives for all learning activities.
  o Teach several different classes of students.
  o Motivating students.
  o Maintaining discipline.
  o Cope with mixed-ability classes.
  o Coordinating academic moderation and student support.
  o Ensuring a safe academic environment conducive to learning and maintaining the professional image.
  o Lecture planning, preparation and research.

- **Title: English Teacher**
  Date - Jul. to Sep. 2019
  APAX ENGLISH
  Location: Ho Chi Minh City, Vietnam.
  Main duties performed: Age groups 4 - 12
  Subjects taught - English, focusing on phonics and grammar structure with the use of smartboard Teaching.
  - E mail and MS Office account administration.
  - Teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure.
  - Plan, prepare and deliver instructional activities.
  - Create positive educational climate for students to learn in.
  - Participate in ongoing training sessions.
  - Grade papers and perform other administrative duties as needed.
  - Integrate competencies, goals, and objectives into lesson plans.
  - Work with program coordinators to ensure initiatives are being met.
  - Plan lessons based on previously designed lesson content to ensure that students gain the most out of the learning experience.
  - Teach several different classes of students.
  - Establish and communicate clear objectives for all learning activities.
  - Observe and evaluate student's performance.
  - Develop stable relationships with students with appropriate boundaries so they know you are available to help them when they need it.
  - Function optimally in a teaching team.
  - Deliver excellent English language lessons and guidance to students, while maintaining a fun and engaging classroom environment.
  - Motivating students.
  - Cope with mixed-ability classes.
  - Coordinating academic moderation and student support.
  - Ensuring a safe academic environment conducive to learning and maintaining the professional image.
  - Maintain student attendance and performance records.

- **Title: English Teacher**
  Date - Oct. 2019
  WASS
  Location: Ho Chi Minh City, Vietnam.
  Main duties performed: Age groups 8 - 12
  Subjects taught - English, Math, Science.
  - Teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure.
  - Plan, prepare and deliver instructional activities.
  - Create positive educational climate for students to learn in.
  - Create lesson plans.
  - Utilize public library resources.
  - Establish and communicate clear objectives for all learning activities.
  - Teach several different classes of students.
  - Coordinating academic moderation and student support.
  - Ensuring a safe academic environment conducive to learning and maintaining the professional image.

- **Title: English/ Mathematics Teacher**
  Date - Aug. 2018
  ALLANDALE PRIMARY SCHOOL
  Location: Pietermaritzburg, South Africa
  Main duties performed: Grades 3 - 6
  Grade 3 - English home language and numeracy.
  Grade 4 to 6 - English home language and mathematics.
  - Teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure.
  - Create positive educational climate for students to learn in.
  - Utilize public library resources.

- o   Establish and communicate clear objectives for all learning activities.
- o   Maintaining discipline.
- o   Implementation of academic policies.

- **Title: English Teacher**
  Date - Apr. to Jun. 2018
  SHRI VISHNU PRIMARY SCHOOL
  Location: Pietermaritzburg, South Africa.
  Main duties performed: Grades 2,3,4
  Subjects taught - English, Mathematics, social science, social skills for foundation and intermediate Phases.
- o   Teach students about the structure and content of the English language, including proper grammar, spelling, and sentence structure.
- o   Create positive educational climate for students to learn in.
- o   Establish and communicate clear objectives for all learning activities.

- **Title: Information Technology Teacher**
  Date - Feb. 2016 to Dec. 2016
  ICESA CITY CAMPUS
  Location: Pietermaritzburg, South Africa.
  Main duties performed: Teaching of computer Software and subject materials to students.
- o   Setting and marking of I.T exam papers and assignments,
- o   Conducting research and learning activities.
- o   knowledgeable about Academic Development.
- o   Participation in the monitoring, evaluation, and development of academic material.
- o   Developing and moderating subject matter assessments (tests, tasks and examinations).
- o   Providing student support on campus.
- o   Teaching Theory and Practical modules including Electronics, Networking, Statistics, Programming, Software Engineering, End user computing and MS office.
- o   Responsible for storing and filing completed information and maintaining records of work tasks and completed documents.
- o   Providing support to the Programme Coordinator to ensure the efficient and effective delivery of the programmes.
- o   Playing a supportive role in the following academic portfolios: Strategic programme and curriculum development.
- o   Performs many different administrative tasks such as word processing, filling out paperwork, and maintaining records and files.
- o   Provide feedback to students regarding their performance and progress.
- o   Invigilation duties.
- o   Managing the operational processes through which academic functions are conducted and administered.
- o   liaise effectively with students in the teaching environment.
- o   Rendering academic support / facilitation and or tutoring of subjects.
- o   Motivating students.
- o   Conduct research as required by the course.
- o   Briefing students for assignments and projects.
- o   Ensuring proper planning and following up for the academic progress of all students and working cooperatively with the Student Life and Student Management teams.
- o   Keeping up to date with any and all changes to the curriculum.
- o   Maintaining an inventory of classroom equipment, desktops, laptops, monitors.
- o   Configuration management.
- o   Troubleshoot system-related issues.

- **Title: IT Technician & Administrative assistant**
  Date - Jan. 2014 to Jan. 2016
  KZN PROVINCIAL TRESURY
  Location: Pietermaritzburg, South Africa.
  Main duties performed: Solving problems and queries that effected payments to suppliers.
- o   Capturing outstanding reconciliations.
- o   Keeping an up-to-date filing system.
- o   Updating asset registers.
- o   Data backup.

- o Remote assistance.
- o Configuring firewalls, setting up of wireless networks.
- o Troubleshooting network and connectivity problems.
- o Training of new interns.
- o Workstation setup.
- o Rendering I.T support during meetings.
- o Assisting all users with IT, troubleshooting for hardware and software on desktops, laptops, printers/ scanners, external drives and other related hardware.
- o Computer Wired and wireless networking troubleshooting.
- o Accurately record update and document requests.
- o Update Asset Management and all software and hardware.
- o E mail and MS Office account administration.
- o Anti Virus Administration.
- o Manage the installation, maintenance and upgrades of desktop hardware, software and servers including the ability to troubleshoot at an advanced level.
- o Manage configurations to ICT systems, hardware, ICT usage and ICT infrastructure and maintain accurate records in terms of identification and configuration.
- o Manage and complete the resolution of daily support requests.
- o Conduct daily checks on the IT infrastructure (LAN, WLAN, WAN, etc.) to monitor up time requirements and ensure that systems are running optimally.
- o Diagnose and troubleshoot hardware and software issues.
- o Ensure critical and security updates are applied workstations.
- o Maintaining Group IT Policies.
- o Create user accounts in various systems.
- o End user training.
- o Preventative maintenance.
- o Maintain the company's IT environment.
- o Administer and control all IT hardware warranties and software licenses.
- o Managing PC relocation per Move/Add/Change requests.

- **Title: International Trade Teacher**
  Date - Jan. 2011 to Dec. 2011
  MARITIME BUSINESS AND COMPUTER COLLEGE
  Location: Pietermaritzburg, South Africa.
  Main duties performed: Lecturing of International trade modules and computer training.
  - o Modules included: Business ethics, stock-take, customer service, warehouse stock receiving, communication, time management and business operations, importing and exporting, cargo care, confidentiality awareness, transport principles, marine insurance, freight forwarding, financial mathematics.
  - o End user training delivery for new and existing clients in classroom.
  - o Responsible for Academic Management & Leadership in terms of creation and promotion of academic culture on campus.
  - o Academic Support (Programme Coordination, Coordination of students).
  - o Responsible for the setting and monitoring of minimum standards for delivery and assessment.
  - o Checking of student performance.
  - o Active commitment to the maintenance of academic standards and of curriculum areas.
  - o Form summaries of the content.
  - o Assist in learning and understanding the course content.

Attribute's

- Ability to take prompt action to accomplish objectives and being pro-active.
- Problem solving: Attend to relevant detail when analysing the problem and to determine possible causes for a problem.
- Flexibility: Ability to adapt work methods, ideas and habits to align to the changing environment.
- Task structuring: Plan, prioritize and structure work.
- Technical knowledge: The ability to understand the technical aspects of work.
- Attention to detail.
- Strong aptitude to learn new systems.
- Ability to multi-task and work well in a team.

- Hunger to learn.
- Honest with integrity beyond reproach.
- Motivated and self-driven.
- Accurate, tenacious, meticulous and numerate.
- Mature and confident with a positive attitude, and able to work autonomously.
- Ability to maintain a high degree of confidentiality and professionalism always.
- Output driven.
- Vision for continuous improvement.
- Good supervision skills.
- Technologically savvy in the classroom.

Additional Computer Knowledge

- Desktop/Server support in a Microsoft environment including hardware, software and printers LAN / WAN support, troubleshooting and monitoring including setup and maintaining of data.
- Printer and print server settings.
- System network setup.
- Virus and Malware detection, prevention and automation.
- Knowledge of Switches, Routers, VPN, Firewalls.
- VMware (Setup and maintain Virtual Instances/Machines).
- Workstation setup.
- Setup and support for Windows 7 / Windows 10, Office suites.
- Wi-Fi management.
- Database administration.
- VPN connectivity.
- Backup strategies & applications.
- Mobile devices support.
- Providing internal IT Support for desktops, printers, servers and laptops. Install, configure, troubleshoot, diagnose and resolve issues with desktops, laptops, network connectivity, printers and peripherals.
- Game Testing (All platforms).
- Install, configure, test and maintain Linux operating systems, application software and system management tools.
- Create & maintain system images of client systems.
- Strong abilities to independently identify, diagnose, research and resolve hardware and software help-desk type related issues.

Education

INTERNATIONAL TRADE (EXPORT-IMPORT)/ LOGISTICS (2010)
MARITIME BUSINESS AND COMPUTER COLLEGE - Pietermaritzburg, South Africa

BSC COMPUTER SCIENCE DEGREE (2012 - 2015)
OVAL INTERNATIONAL COMPUTER EDUCATION - Pietermaritzburg, South Africa

CompTIA A+ CERTIFICATE (2015)
RICHFIELD GRADUATE INSTITUTE OF TECHNOLOGY - Pietermaritzburg, South Africa

CompTIA N+ CERTIFICATE (2016)
I.T ACADEMY - Cape Town, South Africa

PROFESSIONAL QUALIFICATION - CYBER SECURITY/ CEH (2017)
I.T ACADEMY - Cape Town, South Africa

TEFL/ TESOL ENGLISH MASTER COURSE (2018)
LEARNTEFL - Online (150 hours)

References

- **ICESA CITY CAMPUS:**
  - ➤ Address: 426 Langalibalele Street, Pietermaritzburg.
  - ➤ Contact person: Reita Moolman (Campus Manager)
  - ➤ Contact number: 033 342 9737

- **KZN PROVINCIAL TRESURY:**
  - ➤ Address: 145 Chief Albert Luthuli Street, Pietermaritzburg.
  - ➤ Contact person: Sandy Govender (Finance Manager)
  - ➤ Contact number: 033 897 4527

- **ALLANDALE PRIMARY SCHOOL:**
  - ➤ Address: 64 Khan Road, Pietermaritzburg.
  - ➤ Contact person: Mr. G. Ramlall (Deputy Principal)
  - ➤ Contact number: 033 387 6042

- **SHRI VISHNU PRIMARY SCHOOL:**
  - ➤ Address: 558 Longmarket Street, Pietermaritzburg.
  - ➤ Contact person: Mr. I.T Moodley (Deputy Principal)
  - ➤ Contact number: 033 342 8527

- **ASTON ENGLISH SCHOOL:**
  - ➤ Address: Ho Chi Minh City, Vietnam.
  - ➤ Contact number: 760-294-4490

- **WASS ENGLISH SCHOOL:**
  - ➤ Address: Ho Chi Minh City, Vietnam.
  - ➤ Contact number: 096-399-9701

- **APAX ENGLISH SCHOOL:**
  - ➤ Address: Ho Chi Minh City, Vietnam.
  - ➤ Contact number: 190-063-6056