



ROZANNA BANOO LEWIS

ACADEMIC ACHIEVEMENTS

TEFL UK
JUNE 2020 – 120 Hours

I AM PRESENTLY REGISTERED FOR TEFL TEACHING ACCREDITATION IN TH UK WHCK CONTAINS THE FOLLOWING MODULES:

- Grammatical Awareness
- Lesson planning
- Using games and controlled practice
- Lexis, Phonology, Functional Language
- Listening, Reading, Speaking, Writing
- Grammar Plus
- Teaching Children
- Classroom survival tips

MASTER OF BUSINESS ADMINISTRATION
LIVERPOOL UNIVERSITY
MARCH 2018 – PRESENTLY STILL IN STUDY

I HAVE COMPLETED THE FOLLOWING COURSES DURING MY MASTERS CURRENTLY:

- Being a leader
- Organisation context
- Finance and Accounting for Managers
- Market Perspectives
- Innovation and Change

THE FOLLOWING TO COMPLETE MY MASTERS IS STILL PENDING:

- 3 more subjects
- Dissertation

BACHELOR OF BUSINESS ADMINISTRATION
MANCOSA BUSINESS SCHOOL
MARCH 2013- JUNE 2015

I HAVE COMPLETED THE FOLLOWING COURSES DURING MY BACHELOR OF BUSINESS ADMINISTRATION. MY BACHELOR'S DEGREE HAS OBTAINED ME 360 CREDITS 24 SUBJECTS:

- Business mathematics
- Business communication
- Financial accounting
- Economics 1a
- Business management 1a
- End user computing
- Economics 1b
- Business management 1b
- Business admin 2a
- Management accounting
- Business management 2a
- Business management 2b



	○ Business statistics ○ Business and society ○ Information systems ○ Business admin 2a ○ Business admin 2b ○ Business management 3a ○ Business management 3b ○ Business admin 3a ○ Business admin 3b ○ Business management 3c ○ Business management 3d ○ Business admin 3c ○ Business admin 3d
--	--

CERTIFICATE IN CREATING LEADERSHIP IN WOMAN UNIVERSITY OF FREE STATE JUNE 2010-MAY 2011	I HAVE COMPLETED THIS CERTIFICATE. AS THE COMPLETION OF THE CERTIFICATE PROGRESSED AND WAS COMPLETED, I DID A PRESENTATION TO THE COMPANY (SAPO) TO BE IMPLEMENTED IN THE OPERATIONS OF THE COMPANY: ○ Changing woman in the workplace ○ Leadership ○ Diversity ○ Skill of Power ○ Personal Wholeness ○ Empowerment ○ Leading High-Performance Teams ○ New culture ○ Change and Transformation
--	---

CERTIFICATE IN RETAIL MANAGEMENT UNIVERSITY OF FREE STATE -NQF6 JANUARY 2009 -JUNE 2009	COMPLETED A CERTIFICATE IN RETAIL MANAGEMENT WHILST WORKING IN A BRANCH MANAGERS POST MANAGING 50 TEAM MEMBERS: ○ Operational management ○ Managerial accounting ○ Leadership ○ SA Labor Law ○ Task Management ○ Occupational Health and Safety
--	---



RECOGNITION FOR PRIOR LEARNING PRODIGY BUSINESS SCHOOL- NQF4 JUNE 2009-JUNE 2010	THE CERTIFICATE IN PRIOR LEARNING WAS BASED ON LEARNING OUTCOMES THAT INVOLVED THE FOLLOWING MANAGEMENT TRAINING. AN EVIDENCE OF PORTFOLIO WAS SUBMITTED AND GRADED. I RECEIVED AN A GRADE FOR GOOD RESEARCH AND PRESENTATION: ○ Frontline management roles ○ Frontline management skills ○ Customer service ○ Grievance and dismissals ○ Occupational health and safety
---	---

CERTIFICATE IN RETAIL MANAGEMENT UNIVERSITY OF FREE STATE -NQF6 JANUARY 2008 -NOVEMBER 2008	COMPLETED A CERTIFICATE IN RETAIL MANAGEMENT. OPPORTUNITY TO CONTINUE HAS A BRANCH MANAGER IN THE PORT NATAL AREA SOUTH AFRICA: ○ Fundamental Retail Management ○ SA retail management ○ Marketing management
--	--

BPROC LAW DEGREE UNIVERSITY OF SOUTH AFRICA JANUARY 2007- INCOMPLETE	INCOMPLETE LAW DEGREE DUE TO FINANCIAL INSTABILITY. COMPLETED THE FOLLOWING SUBJECTS AND PASSED: ○ Information Technology ○ Economics 1/2 ○ Practical English 1/2 ○ Introduction to theory of law ○ Criminology ○ Private law 1/2 ○ Law of persons
---	---

PROFESSIONAL WORK EXPERIENCE

NIAGARA COLLEGE SAUDI ARABIA NOVEMBER 2017- PRESENT EMPLOYER PROFESSIONAL CONTACT – KERRY JACKSON- LINE MANAGER- +966 539208587	CURRENTLY WORKING AS A BUSINESS INSTRUCTOR FOR NIAGARA COLLEGE. TEACHING 24 HOURS PER WEEK WITH 6 PERIOD ADMINISTRATION. CONDUCTING THE FOLLOWING DUTIES: ○ Lecturing for associated diploma and diploma students ○ Lesson planning ○ Capstone and CBT preparation ○ Work planning and scheme of work ○ Internal verification and moderation
---	---



	○ Online and remote teaching using teams
--	--

LAUREATE INTERNATIONAL UNIVERSITIES SAUDI ARABIA AUGUST 2017- JUNE 2019 PROFESSIONAL CONTACT-LIZELLE GROBLER- LINE MANAGER --+966 546195506	WORKED AS A BUSINESS INSTRUCTOR / COORDINATOR FOR LAUREATE UNIVERSITY SAUDI ARABIA FEMALE COLLEGE. TEACHING HOURS IS SET FOR +25 HOURS IN A WEEK AND ADMINISTRATION CONDUCTED IN FREE PERIODS. PRESENTLY A BUSINESS COORDINATOR PROVIDING SUPPORT TO ALL BUSINESS ADMINISTRATION IMPLEMENTING POLICIES AND PROCEDURES OF THE COLLEGE TO RUN EFFECTIVELY AND EFFICIENTLY CONDUCTING THE FOLLOWING DUTIES: ○ Lecturing business subjects for both associated diploma and diploma students ○ Constructing 3 parts lesson planning ○ Preparation of scheme of work and assessment plan ○ Capstone student preparation and faculty preparation ○ CBT student preparation and faculty preparation ○ Internal verification and moderation ○ Conducting all admin work for the Business Faculty ○ Course and curriculum review and writing ○ Conducting a coordinators position working closely with Diploma Manager and is responsible for daily running of the Business Faculty
--	--

DAMELIN EDUCOR GROUP SOUTH AFRICA JUNE 2014 – JULY 2017 PROFESSIONAL CONTACT- ADAM ESSAY	WORKED AS A BUSINESS LECTURER. TEACHING HOURS WAS SET FOR +20 HOURS PER WEEK. CONDUCTED THE FOLLOWING DUTIES AT CAMPUS: ○ Lecturing business management to students ○ Lesson planning ○ Setting assignments ○ Setting assessments ○ Setting final exam papers ○ Marking scripts
---	---



SOUTH AFRICAN POST OFFICE PTY LTD
JANUARY 1996-2014
PROFESSIONAL CONTACT-SURESH
SEWCHURAN-AREA MANAGER 0313363301

WORKED AS A SENIOR MANAGER WITH THE
FOLLOWING DUTIES:

- Operations managing the redevelopment of the retail sales strategy across the SA market with the aim of facilitating business performance improvements
- Successfully developing multi-channel solutions including teaching customer service programs to develop staff throughout the organization
- Playing a pivotal role in the design and development of a training tool for coaching and mentoring employees and training all new recruits
- Working in close conjunction with internal professionals to create and implement a retail network representation plan to generate income
- Actively involved in developing higher retail store concept and in redrafting all contractual agreements and process/procedure manuals
- Coordinating the pitch and scoping process for the selection of a staff training and development with all new employees
- Collaborating with professionals and third parties to set up the infrastructure for the company and coordinating the recruitment, selection and training of new members of staff
- Mail delivery, product sales, stock control, housekeeping, queue management, quality assurance, budget control



Achievements and special awards

SOUTH AFRICAN POST OFFICE PTY LTD	Performance star award for best customer service and customer care. Received a gold award. Received best attendance award for 100% attendance
-----------------------------------	--

Training and development

DURING MY PROFESSIONAL EXPERIENCE I ATTENDED MANY TRAINING AND DEVELOPMENT PROGRAMMES INCLUDING TEACHING AND NON-TEACHING TRAININGS.

- Management Development Program and Trauma debriefing/management
- Marketing Management and Appraisal Training
- Presentation Skills and Team Building
- First aid and Fire fighting
- Conflict management
- Creativity Training
- Peer education and wellness
- Grievance and discipline procedures
- Events planning IT Skills
- Word, Excel, Access, PowerPoint, Internet and Email, End using
- Verification and moderation quality
- Online teaching training through teams

Memberships and organisational activities

MEMBERSHIP OF THE FOLLOWING ORGANISATION:

- Vice president of Seabell Association doing community work and providing a service to the community and charity



Personal details

NAME	:	ROZANNA BANOO LEWIS
DATE OF BIRTH	:	27/07/1975
ADDRESS	:	KWAHALA HOTEL APARTMENTS AL HASA
RELIGION	:	MUSLIM
NATIONALITY	:	SOUTH AFRICAN
GENDER	:	FEMALE
LANGUAGE KNOWN	:	ENGLISH, HINDI, ARABIC
HOBBIES	:	STUDYING. READING, SPORT
DRIVING LICENSE	:	YES CODE 08 (SOUTH AFRICA)
LINKEDIN	:	https://www.linkedin.com/in/rozanna-lewis-9653045