




RAFEEAH LOONAT



 Johannesburg, South Africa
 loonatrafeeah@gmail.com
 +2774 137 8585

Dear Sir/Madam

I am writing to express my strong interest in the Homeroom Teacher position you have available at Wells International School. I am confident that my experiences would be a great asset, along with my go-getter attitude and passion to help others strive. I hold a South African passport and speak with a neutral accent.

My teaching journey began in 2020 when I completed my Bachelors Degree in Law and started tutoring Mathematics and English to school kids who were struggling due to Covid-19 lockdown. My legal background equips me with the ability to convey complex ideas in a clear and concise manner, by using the research skills I have gained to develop effective materials for students and my written and verbal communication skills to convey messages in a simple way, skills that I believe are invaluable in the teaching profession. I am continuously looking for ways to further my education and develop my skills as an educator. The continuous professional development that Wells International School offers is something that really attracts me to working with the school.

My experience tutoring Mathematics and English over the last 3 years has provided me with a solid understanding of instructional strategies, curriculum alignment and classroom management. I am highly skilled at leveraging various teaching methods and providing individualized support to help students reach their full potential. My students have seen their Mathematics and English end of term results improve by a whopping 5-10%!

In addition to my academic qualifications, I hold a TEFL certificate and am currently enrolled in a 40 hour online TEFL course as well as a course teaching kids yoga, which reflects my commitment to effective language instruction and learning. The TEFL certification has equipped me with the necessary pedagogical tools to create a stimulating and engaging learning environment for students of diverse linguistic backgrounds. I am adept at tailoring my teaching approach to meet the needs of each learner and my undergraduate degree demonstrates my commitment to international development, of which I feel good English language skills play a role.


I am eager to bring my diverse skill set to the school and work collaboratively with colleagues to create a dynamic and Interactive learning experience for students. I am confident that my background in law, combined with my TEFL certification and tutoring experience, will make me an asset to your team.


Thank you for your time and consideration, I have attached my resume, which provides additional details about my academic qualifications, teaching experience, and relevant skills. I would welcome the opportunity to discuss further how my expertise aligns with the goals and values of the school. Please feel free to reach out to me at +2774 137 8585 or via email at loonatrafeeah@mail.com to arrange an interview. I look forward to the possibility of contributing to the success of students.


Sincerely
Rafeeah Loonat

RAFEEAH LOONAT



 Johannesburg, South Africa

 loonatrafeeah@gmail.com

 +2774 137 8585

Married

29 Years Old

South African Driver's License

SKILLS

- Excellent Analytical & Problem-Solving Skills
- Classroom Management
- Grammar
- Lesson Planning
- Cultural Awareness
- Exceptional Organizational & Administrative Skills
- Strong Interpersonal & Communication Skills
- Detail-Oriented & Highly Accurate
- Flexible & Adaptable
- Ability to Multitask
- Patient

EDUCATION

BACHELOR'S DEGREE

LLB Law, UNISA

2014 - 2019

140 HOUR TEFL CERTIFICATION

Tefl On The Beach

2023

FIRE FIGHTING TECHNIQUES LEVEL 1

Hazchemwize

2019

SAFETY & EVACUATION LEVEL 2

Hazchemwize

2019

WHAT IS BUSINESS ANALYSIS?

Linkedin Learning

2023

CLASS OF BUSINESS

INSURANCE COMMERCIAL LINES

Faisit Pty Ltd - Accredited by INSETA

2023

PROFILE

A passionate and experienced ESL Teacher with more than 2 years of experience in adapting existing curriculum plans to meet the needs of ESL students. Skilled in creating nurturing learning environments and utilizing teaching methods and materials to meet the varying needs, abilities and interests of students. Committed to providing quality education and ensuring student success.

EXPERIENCES

Jan 2023 - Present

Freelance Education Book Illustrator

- Illustrating & designing kids education books for a project for the Department Of Education in South Africa
- Hosting workshops to demonstrate the White-Wall project being implemented in public schools to aid with developing fine-motor skills as well as numeracy & literacy skills

Jan 2022 - Present

Nabeel Abed Academy, South Africa

English Teacher - Grade K-7

- Developing lesson plans & activities to improve student language skills
- Leading weekly conversation & activities to help students practice their English
- Assisting students with pronunciation & grammar issues to help them communicate effectively
- Use progressive & positive re-enforcement techniques to motivate & support learners

Dec 2020 - Present

Freelance Primary School Tutor Grade 1-7

Mathematics & English

- Conduct support needs analysis & provide intervention through extra support for learners
- Designing baseline assessments to determine students level
- Aligning tuition to the relevant school curriculum (Cambridge, IB, IEB, CAPS)
- Designing lesson plans and compiling workbooks and worksheets relevant to aid students
- Handwriting/Spelling/Homework assistance
- Working with special needs kids and kids with disabilities

RAFEEAH LOONAT

LANGUAGES

English Native Language

Afrikaans Average, Speaking, Writing

TESTIMONIALS/ REFERENCES

Available upon request

Sep 2023 - Dec 2023

Telesure Investment Holdings Pty. Ltd Business Insurance Claims Consultant

- Managing a caseload of motor vehicle and non-motor vehicle insurance claims from initial report to settlement, ensuring timely and accurate processing.
- Utilizing claims management software to document claims, update records, and track the progress of cases.
- Analyzing policy terms and conditions to assess claim validity and compliance with insurance regulations and guidelines.
- Providing exceptional customer service by promptly responding to inquiries, addressing concerns, and guiding policyholders through the claims process
- Dealing with multiple stakeholders including clients and brokers and ensuring brokers are kept up to date.

Jan 2023 - Sep 2023

Standard Bank Insurance Ltd Stansure Vehicle Claims Consultant

- Managing a caseload of motor vehicle insurance claims from initial report to settlement, ensuring timely and accurate processing.
- Utilizing claims management software to document claims, update records, and track the progress of cases.
- Analyzing policy terms and conditions to assess claim validity and compliance with insurance regulations and guidelines.
- Preparing detailed claim summaries, investigation findings, and recommended actions for management review.
- Providing exceptional customer service by promptly responding to inquiries, addressing concerns, and guiding policyholders through the claims process.

Oct 2021 - Dec 2022

The Empire Properties Property Practitioner

- Facilitated property transactions, including sales, rentals, & leasing, by effectively marketing properties & negotiating contracts.
- Advised clients on property valuation, pricing, & market trends to help them make informed decisions.
- Conducted property viewings, answered inquiries, & provided accurate & comprehensive property information.
- Assisted clients in preparing & reviewing legal documentation, such as sales contracts, lease agreements, & property transfer documents.
- Coordinated property inspections, appraisals, & valuations to ensure compliance with regulatory requirements.
- Liaised with financial institutions, attorneys, & other professionals involved in property transactions to facilitate smooth processes.
- Provided exceptional customer service by addressing client concerns, resolving disputes, & ensuring client satisfaction throughout the property transaction process.
- Stayed updated with industry regulations, market trends, & property laws to provide accurate and reliable information to clients.

RAFEEAH LOONAT

Jan 2021 - Sep 2021

Scarybyte Pty Ltd

Tender Manager

- Managing the entire tender process
- Coordinating the submission of tender documents to government
- Reviewing & evaluating bids
- Facilitating communication between the organization & potential suppliers or contractors.
- Drafting tender documents, analyzing requirements, negotiating contracts, & ensuring compliance with relevant regulations and guidelines.
- Managing a team of employees & delegating tasks to individuals to ensure the tender requirements are met within the stipulated time for submission.

May 2014 - Dec 2020

Outsurance Insurance Co.

Claims Consultant

- Processed & managed insurance claims for clients, providing exceptional customer service & ensuring that all claims were processed accurately & efficiently
- Investigated & analyzed complex claims, working closely with clients & other stakeholders to gather all necessary information & documentation
- Collaborated with underwriters & other professionals to develop effective claims management strategies & ensure that clients' needs were met
- Communicated effectively with clients and insurance carriers, providing regular updates & ensuring that all required documentation was obtained & processed in a timely manner

Outsurance Insurance Co.

Legal Recoveries Consultant

- Managed a caseload of insurance claims with a focus on recoveries, including subrogation, salvage, & third-party liability.
- Conducted thorough investigations to determine liability and recoverable losses, analyzing policy terms & applicable laws.
- Negotiated settlements with third parties & their insurers to recover losses, ensuring fair & cost-effective resolutions.
- Prepared & submitted demand letters, settlement agreements, & legal documentation to support recovery efforts.
- Monitored & tracked the progress of recovery cases, documenting all activities, communications, & financial outcomes.
- Provided guidance & support to claims adjusters and team members regarding recoveries-related issues.
- Assessed potential subrogation opportunities & pursued recovery actions where appropriate.