

# GUGULETHU NONCEBA MBELE

Johannesburg | 0693578266 | lethu.n.mbele@gmail.com

## Experience

### Founder

#### Lethu Snax

Current  
Johannesburg

- Responsible for purchasing and inventory of stock
- Negotiating with potential suppliers and clients
- Managing and overseeing the business' financial books.
- Oversee day to day sales and meeting targets.

### Personal Assistant

#### MediaGuru247 Agency

09/2022 to 06/2024  
Johannesburg

- Creativity is also hard work and this role demands I have both creativity and an intense work ethic. From creating and assisting with moodboards, assisting with PR related tasks all the way to onboarding and invoicing payments from clients.
- Responded to emails and other correspondence to facilitate communication.
- Assisted in the preparing of presentations and reports.
- Maintained an organized filing system for easy access to financial records.
- Managed travel arrangements including flights, accommodations, and itineraries for smooth business trips.
- Coordinated events and functions with attention to detail ensuring successful execution.
- Facilitated resolving administrative issues.
- Oversaw updates to company and social media profiles.
- Coordinated logistics for public speaking engagements and press interviews.

### Admin Assistant

#### Nungu Solar

04/2021 to 10/2021  
Pretoria

- Liaised with clients interested in solar panels and provided understanding of products while maintaining smooth operations.
- Worked on a comprehensive digital filing system for improved data collection and analytics.
- Processed invoices and assisted in making sure the books were up to date.
- In charge of office supplies inventory and made sure there was no disturbance to workflow because of lack of supplies.

### TEFL Teacher

#### BrightStar Education

06/2020 to 06/2021  
Online

- Duties included creating lesson plans for students in Thailand, Pakistan, and Myanmar
- Focusing mainly on language skills for everyday use.
- Worked with fellow TEFL teachers to share best practices and improve instructional materials.
- Continuously improved teaching skills through professional development and conferences related to language education.
- Used creative teaching strategies such as role-plays, debates, and storytelling to make lessons more engaging for students.
- Made use of materials such as news articles, songs and podcasts to expose students to real-world examples of spoken English.
- Increased student fluency in English by designing interactive speaking exercises focused on practical everyday situations.

### Waitress and Host

#### Col'cacchio Parkview

12/2018 to 10/2019  
Pretoria

- Responsible for opening and closing the shop and preparing dining space for service.
- Answered phones politely and accurately recorded and confirmed reservations.
- Greeted and seated guests ensuring quality service.

## Skills

- Database management
- Advanced MS Office Suite
- Schedule management
- Conflict resolution
- Team player
- Problem solving
- Social media savvy
- Strategic thinking

## Certifications

- Certificate in Criminal Justice
- TEFL Certificate
- Theoretical Course in HIV/AIDS Care and Counseling

## Education

**BA Criminology: Criminology** University of South Africa Modules completed: • Dealing with young offenders, Introduction to research methodology in criminology, Practicing workplace English, Psychological processes in work context, Psychology in society, Personality theories, Community psychology: Building foundations, Introduction to criminology: Reaction to crime, Crime risk perspectives, The explanation of crime, Crime typologies, Victimology, HIV/AIDS Care and counseling, Abnormal behavior and Mental health, Cognition: Thinking, memory and problem solving, Community psychology: Working for change, Formal reaction to crime, Personality in work context, Qualitative research methodology in criminology, Principles of crime prevention, reduction and control, Social dimensions of justice.

**Certificate in Criminal Justice TEFL Certificate**

## Languages

**English:** First language

**Afrikaans:**

C1



**Xhosa:**

C1



**Tswana:**

C1



## References

- Mathabo, Director (Mediaguru247 Agency), mediaguru247@gmail.com.
- Sindi Dlali, Director and Principal (Brightstar Education), yolisadlali@gmail.com.
- Tshegofatso Mokoena, Senior Administrator (Nungu Solar), tsmokoena05@gmail.com