

CURRICULUM VITAE

OF

AKTOFEL SHIHWANDU

PERSONAL DETAILS

Surname	: Shihwandu
Name	: Aktofel Ndeshipanda
Date of birth	: 15.05.1991
Id number	: 9105150079
Cell phone number	: 0813899941
Citizenship	: Namibian
Criminal record	: none
Gender	: Male
Marital status	: single
Language spoken	: English and Oshiwambo
Email	: akito.shihwandu@gmail.com

EDUCATIONAL DETAILS & QUALIFICATIONS

TETIARY INSTITUTION: International University of Management

YEAR: 2014 - 2016

QUALIFICATION: Higher Certificate, Travel & Tourism Management

SECONDARY EDUCATION

SCHOOL ATTENDED: David Sheehama Secondary School

YEAR: 2011

HIGHEST GRADE PASSED: Grade 12

WORKING EXPERIENCE

21.11.2016 - 28.07.2017
& Tourism – Ongwediva

Intern: Ministry of Environment Forestry

Duties

- Wildlife management
- CBNRM activities in north central conservancies
- Administration work at MEFT office
- Doing game count
- Law enforcement and patrol
- Auditing

13.02.2018 - 09.12.2020

Administrative Assistant: ROHA Construction

Duties

- Preparing, organising and storing information in paper and digital form
- Typing up letters and reports
- Updating computer records using a database
- Printing and photocopying
- Ordering office supplies
- Maintaining office systems
- Liaising with suppliers and contractors

INTERESTS & HOBBIES

- Volunteering
- Reading
- Meeting new people

REFERENCES

Mrs Helena Shiweda

Warden, Ministry of Environment Forestry & Tourism

0812365238

Mrs Katrina Neshuku

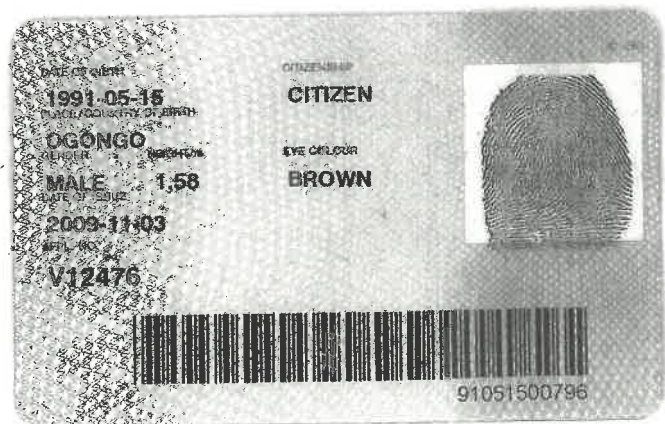
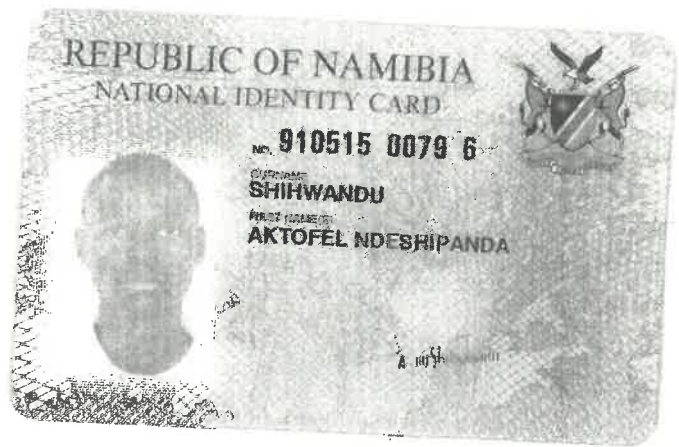
Administration officer, Ministry of Environment Forestry & Tourism

0814699439

Mr Andrew Shiinda

Engineering Draughtsman, B2Gold Namibia

0814148807



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2008022 sqa

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(LNP)





THE INTERNATIONAL UNIVERSITY OF MANAGEMENT

Windhoek - Namibia

Hub for Management Science and Information Technology

23rd February 2016

TO WHOM IT MAY CONCERN

**RE: TESTMONIAL: MR AKTOFEL N. SHIHWANDU.- STUDENT
NUMBER NO: 140073817**

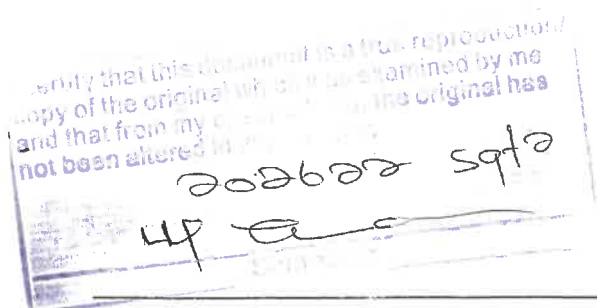
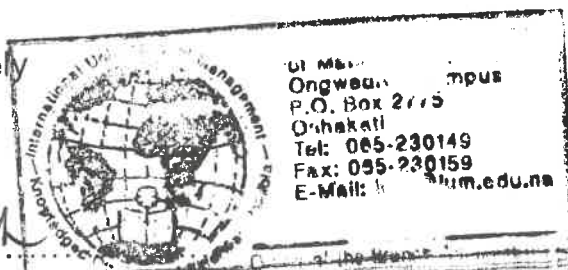
The International University of Management hereby wish to confirm that the above named is a registered student at the University. He is pursuing a course leading to a **Higher Diploma in Travel, Tourism & Hospitality**. He is currently in his **second** year of studies.

The purpose of this letter is to recommend **Mr Aktofel N. Shihwandu** for any relative job opening that may be available at your organisation to enable him to further his career. This will give practical experience to broaden the scope of the theory he has learned in his studies. The conduct of this student is good.

Your assistance in this regard will be highly appreciated. For further information you may contact the under signed.

Yours Sincerely


Simataa F. Mwiya
Campus Coordinator



WINDHOEK CAMPUS
Head Office
59 Bahnhof Str
Private Bag 14005, Bachbrecht
Tel: 061-245150/84
Fax: 061-248112
E-Mail: ium@ium.edu.na

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Fax: 064 - 206647
E-mail: adm.wbav@ium.edu.na

SWAKOPMUND CAMPUS
Haus Meeresruh Complex
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Fax: 064-400106
E-mail: adm.swk@ium.edu.na

Website: www.ium.edu.na

ONGWEDIVA CAMPUS

P.O. Box 2775, Oshakati, Tel: 065-230145/230149

Fax: 065-230159

E-mail: adm.ong@ium.edu.na

INTERNATIONAL UNIVERSITY OF MANAGEMENT

01 September 2017 14:10:50

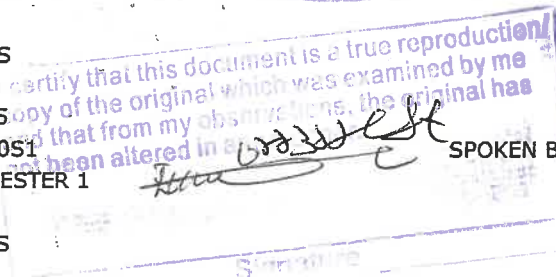
Academic Record

Student Number: 140073817
Name: MR. AKTOFEL NDESHIPANDA SHIHWANDU

Identity Number 91051500796
Date of Birth 15-MAY-1991

You Owe The Institution: 18250**Qualification:** CATTH - CERT AD TRAVEL TOURISM & HOSPITALITY

Year: 2015		
Subject: MFB0S1		MATHEMATICS FOR BUSINESS
Academic Period: SEMESTER 1		
Year Mark: 51		Final Mark: 40
Result: FAIL: SUBMINIMUM		
Year: 2015		
Subject: NRE0S1		NAMIBIAN AND REGIONAL ECONOMICS
Academic Period: SEMESTER 1		
Year Mark: 58		Final Mark: 57
Result: PASS		
Year: 2015		
Subject: PPR0S1		PROFESSIONAL PRESENTATION
Academic Period: SEMESTER 1		
Year Mark: 66		Final Mark: 59
Result: PASS		
Year: 2015		
Subject: RWR0S1		REPORT WRITING
Academic Period: SEMESTER 1		
Year Mark: 65		Final Mark: 52
Result: PASS		
Year: 2015		
Subject: SBE0S1		SPOKEN BUSINESS ENGLISH
Academic Period: SEMESTER 1		
Year Mark: 61		Final Mark: 64
Result: PASS		
Year: 2015		
Subject: AC10S1		ACCOUNTING I
Academic Period: SEMESTER 2		
Year Mark: 55		Final Mark: 40
Result: FAIL: SUBMINIMUM		
Year: 2015		
Subject: BC10S1		BUSINESS COMMUNICATION I
Academic Period: SEMESTER 2		
Year Mark: 69		Final Mark: 51
Result: PASS		
Year: 2015		
Subject: CLI0S1		COMPUTER LITERACY
Academic Period: SEMESTER 2		
Year Mark: 64		Final Mark: 57
Result: PASS		
Year: 2015		
Subject: IB10S1		INTRODUCTION TO BUSINESS 1
Academic Period: SEMESTER 2		



Year Mark: 69
Result: PASS

Final Mark: 62

Year: 2015

Subject: ITT0S1

INTRODUCTION TO TRAVEL,
 TOURISM&HOSPITALITY

Academic Period: SEMESTER 2

Year Mark: 65

Final Mark: 50

Result: PASS

Qualification: CATTH - CERT AD TRAVEL TOURISM & HOSPITALITY

Year: 2016

Subject: MFB0S1

MATHEMATICS FOR BUSINESS

Academic Period: SEMESTER 1

Year Mark: 59

Final Mark: 54

Result: PASS

Year: 2016

Subject: AC10S1

ACCOUNTING I

Academic Period: SEMESTER 2

Year Mark: 55

Final Mark: 29

Result: FAIL: SUBMINIMUM

Qualification: CATTH - CERT AD TRAVEL TOURISM & HOSPITALITY

Year: 2017

Subject: AC10S1

ACCOUNTING I

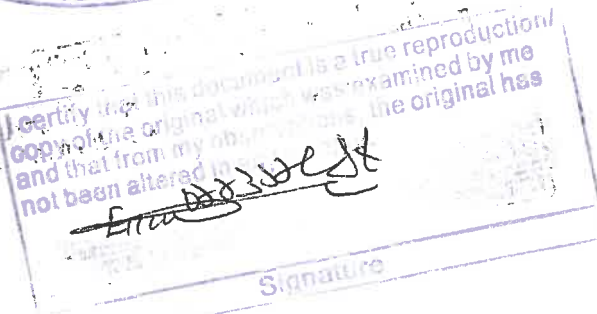
Academic Period: SEMESTER 2

Year Mark:

Final Mark:

Result: Result unavailable or suppressed

***** End Of Report *****





REPUBLIC OF NAMIBIA

MINISTRY OF ENVIRONMENT AND TOURISM

Tell: 065 231468
Fax: 065 231469

RDC building
Ongwediva

Enquires: H.N. Shiweda

Date: 28/07/2017

TO WHOM IT MAY CONCERN

Dear Sir/Madam

This letter serves to confirm that **Mr. Aktofel Ndeshipanda Shihwandu** has been a student doing his internship with the Ministry of Environment and Tourism (MET), Directorate of Wildlife and National Park for six months, (21 November 2016 until 28 July 2017). He was stationed at Ongwediva MET office, Oshana region being the regional head office of Ministry of Environment and Tourism in North Central Region.

During his time with the Ministry, he shown commitment and dedication to his work in assisting the Ministry and the Directorate with all task assigned to him by his direct supervisor. He carried out all duties with perfection, confidence, and willingness to work under pressure.

There has been a remarkable progress in his line of duty which is to our satisfaction. Mr. Shihwandu is passionate about his work, he believes in himself, he is a hard worker and has a strong personality that fits in into any organization or institution, and he is loyal and honest. During his stay with us, Mr. Shihwandu assisted in the tourism development of north central. He also participated in wildlife management especially in Oshana and Omusati region as well as in the CBNRM activities in the 6 north central conservancies. Mr. Shihwandu also contributed to the effectiveness of the administration of Ongwediva MET office in north central.

I strongly believe that, given any opportunity, Mr. Shihwandu will expand his knowledge and contribute better to any Organization or Institution of his choice, and become more professional in his profession of Tourism. I recommend him for any position, organization, and institution of his choice he wishes to apply for.

H. N. Shiweda

H. N. Shiweda
Warden
CBNRM

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REPUBLIC OF NAMIBIA

MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM

DIRECTORATE OF WILDLIFE AND NATIONAL PARKS

Enquiries: R. Erckie
Cell: +264 81162897
Email: rehabeamerckie@yahoo.com

09/03/2021

To Whom It May Concern

This is to confirm that Aktofel Ndeshipanda Shihwandu was an intern at the Ministry of Environment, Forestry and Tourism (MFET), Directorate of Wildlife and National Parks, Ongwediva office for the duration of 6 months (01st September 2016 – 28th February 2017).

During his stay at the above institution, Mr Shihwandu assisted in the tourism development of north central sub-division. He also participated in wildlife management as well as in the Community Based Natural Resource Management (CBNRM) activities at the 6 north central conservancies. Mr Shihwandu contributed positively to the effectiveness and efficiency of the Ongwediva office administration.

Mr Shihwandu proof to have a sound understanding on the tourism, CBNRM program and wildlife management. He is very productive, a critical thinker, competent and hard working. Mr. Shihwandu is very adaptable to most work environments; he is good natured, compassionate, and has good communication skills. He has strong leadership skills and manages people fairly and respectfully.

It is because of the above mentioned qualities and experienced gained, that I recommend Mr. Shihwandu for any institution and wish him good luck in all his endeavors.

Yours Sincerely,

Rehabeam Erckie
Deputy Director – North Central Regions
Ministry of Environment, Forestry & Tourism

