



## PERSONAL PROFILE

To secure a position within my area of specialty with innovative and reputable organization where I can apply my knowledge and experience, thus contributing to the attainment of overall success

## PERSONAL DETAILS

Nationality: Namibian  
ID NO : 95043000805  
Gender : Female  
Marital : Single

## CONTACT

Cell: +264812669322  
Email: [halweendonelago118@gmail.com](mailto:halweendonelago118@gmail.com)  
LinkedIn: <https://www.linkedin.com/in/nelago-halweendo-b29a9619a>

## PERSONAL QUALITIES AND ABILITIES

Self-discipline  
Confident  
Eligible honest  
Ready to tackle any challenge job to the best of my ability

## HOBBIES

Teamwork  
Traveling  
Volunteering

# CURRICULUM VITAE

For

MS Halweendo Nelago. D  
P O Box 96173, Windhoek

## EDUCATION

### The international University of management (IUM)

#### Bachelor Honours degree in finance management NQF: 8 (2016-2019)

Taxation and tax planning, Accounting theory and practice, financial strategy, Auditing and Assurance, Investments analysis and portfolio management, Public finance,

### Namibia Senior Secondary certificate

#### Ministry of Education, Art and culture - Ashipala Secondary School (2013-2014)

Economic, Accounting, English, Mathematic, Oshindonga

## WORK EXPERIENCE

### Checkers The Grove Mall

General Assistant (15 December 2020- 28 February 2021)

#### Job description

- providing customers assistance
- Assists in other department as needed
- Performs other duties as assigned to meet business needs
- Provide customers with the proper change or receipts
- Receive payment by cash, credit cards, voucher or gift cards
- Help customers pack their products, depending on the type of purchases

### Electoral Commission of Namibia (ECN)

Polling Officer (18 November 2020-27 November 2020)

#### Job description

- Ensure the voters cast their vote in secret
- Account and responsible for the voter's booklets
- Ensure that voters names appear in the booklet in order to cast their vote
- Comply with any instruction issued by the local returning officers/presiding officers
- organize the layout of the polling station
- Act politely and professional in dealing with voters, agent, candidates
- Recording voters names in the VVD machine

### Argo-marketing and Trade Agency (AMTA)

Debtors/Creditor Clerk Intern (29 November 2019-30 January 2020)

#### Job description

- Performing day to day financial transactions
- Handling petty cash and filling
- Preparing of suppliers and customers ledgers
- Updating master files for suppliers
- Capturing invoices onto pastel evolution



Edit with WPS Office



- Keep records on amounts owed by customers and amounts paid.
- Recording documents in Microsoft excel
- Analyzing suppliers' transactions, recoding and adjusting errors
- Reconciling of supplier's statement
- Recording payments transaction using pastel evolution (cash book)
- Compute the accounting section of the accountant with an assistant of supervisor on duty

#### **SKILLS**

Ability to lead and work as team  
Excellent interpersonal skills  
Pastel software  
Preparing financial account  
Microsoft office

#### **REFERENCES**

1.Miss Hamata Ndapewa  
Admin Manager (checkers The Grove Mall)  
Cell: +264 81 8766838

2.MS Eunice Ndozi  
Assistant Accountant (AMTA Rundu)  
Cell: +264 81 3030790

3.Dr M.Shiyavali  
Lecture (IUM)  
Cell: +264 81 2269449





**Electoral Commission of Namibia**

Elections House

67 – 71 Van Rhijn Street  
Windhoek North  
Private Bag 13352  
WINDHOEK  
NAMIBIA

Telephone: +264 61 376200

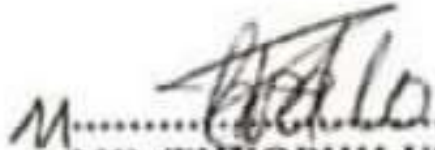
Fax: +264-61-237618

WINDHOEK

*Enquiries: Mr. E.T Petrus*

**TO WHOM IT MAY CONCERN**

This serves to confirm that **Ms. Halweendo Nelago**, ID No 950430 0080 5 worked for the Electoral Commission of Namibia (ECN) on a temporary basis as a **Polling Officer** during the **Local Authority and Regional Council Elections** from **18 – 27 November 2020** in **Otjozondjupa Region, Okahandja Constituency**.

  
MR. THEOPHILUS.P. MUJORO  
CHIEF ELECTORAL AND REFERENDA OFFICER





A Section 21 company



**AMTA**  
FROM LAND TO NATION

ENQUIRIES: Ms. Eunice K Ndozi, Contact number +264813030790, ndozie@amta.na

CHARGE OFFICE

31 January 2020

To whom it may concern,

**RE: CONFIRMATION OF INTERNSHIP AND RECOMMENDATION FOR EMPLOYMENT**

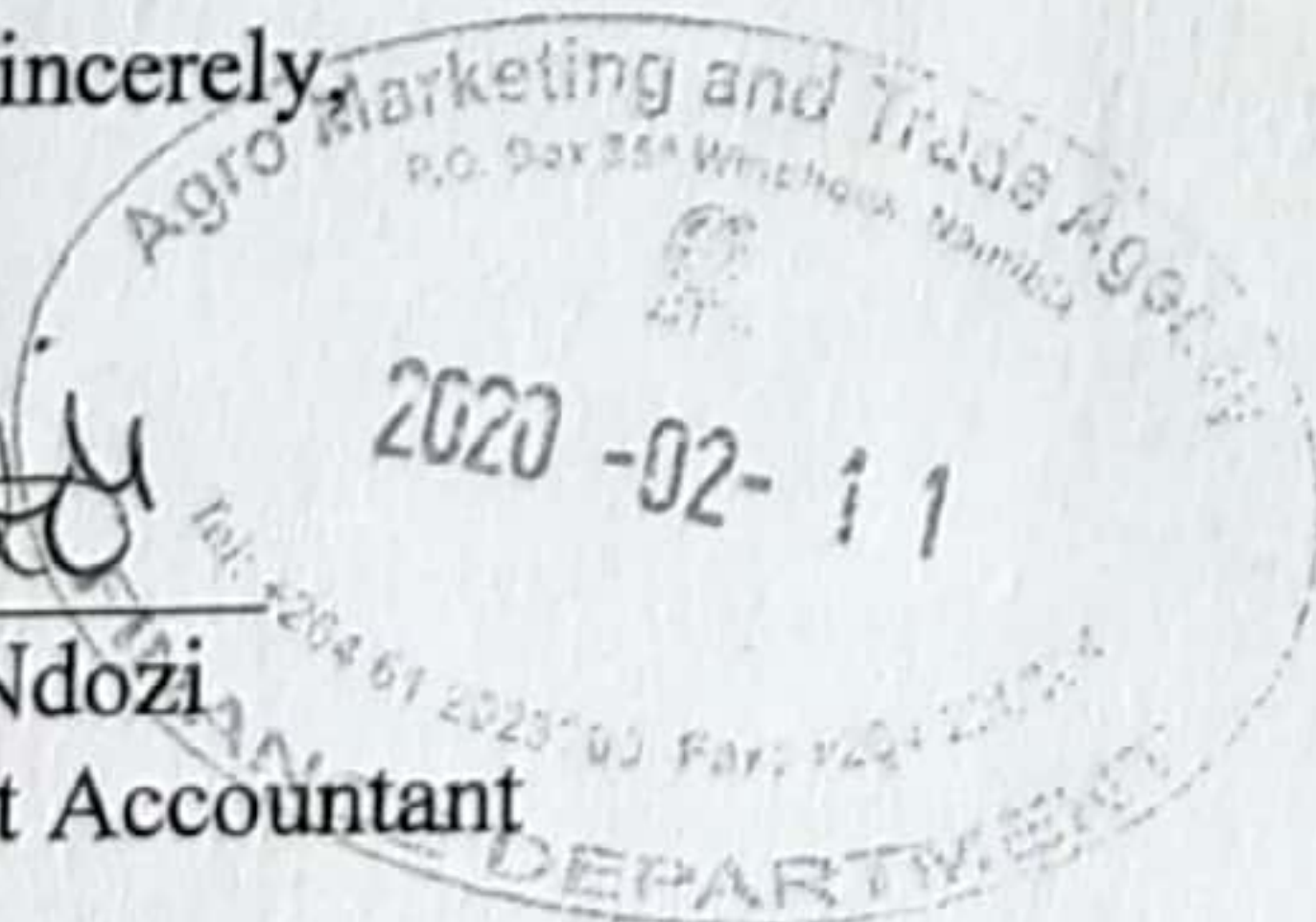
I hereby confirm that **Nelago Halweendo**, ID no. **95043000805** was an Intern at Agro-Marketing and Trade Agency for a period of 2 months as from the 1<sup>st</sup> of December 2019 up to the 31<sup>st</sup> of January 2020 for the Finance Department.

During this internship program, the student received mentoring in the field of Accounting majoring in financial accounting practices such as creditors and, debtor's reconciliation as well as bank reconciliations. The student also dealt with the updating of debtors account details and basic accounting practices that include passing of Journals and processing invoices using the Pastel Accounting System.

Nelago Halweendo has demonstrated an enthusiastic attitude and displayed commitment and dedication towards the assigned tasks. She is hardworking, disciplined and a fast learner. She also works diligently and independently with minimal supervision. I believe and have great faith that Nelago Halweendo will make a valuable asset to an organization and I have no doubt in recommending her for employment in any organization.

Yours Sincerely,

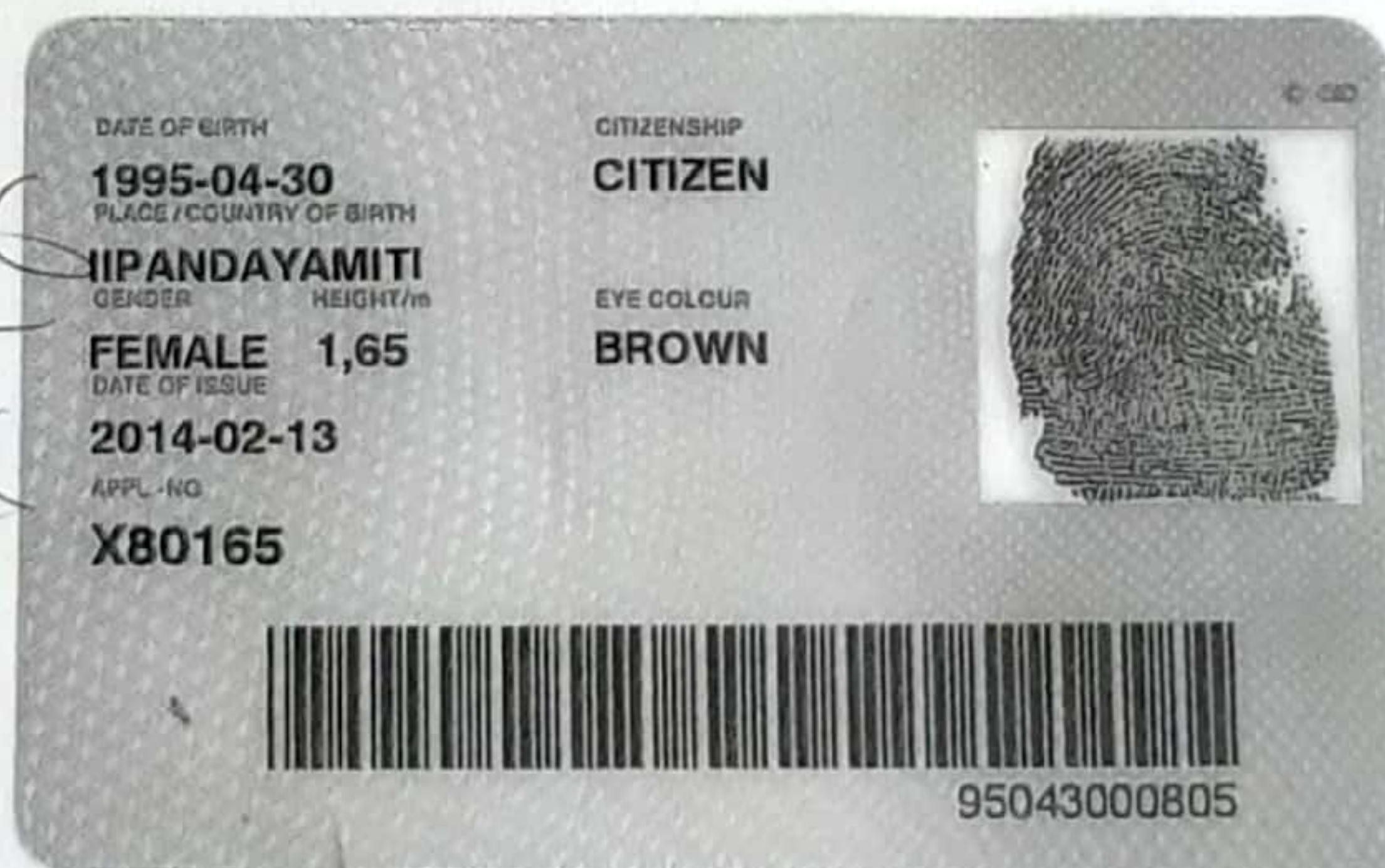
Eunice Ndozi  
Assistant Accountant



KADHILA  
HONOURS UNAM  
COMMISSIONER OF OATHS  
GOVERNMENT LEGAL PRACTITIONER  
PRIVATE ATTORNEY'S OFFICE  
WINDHOEK, NAMIBIA



CHARGE OFFICE







# The International University of Management

*The IUM board of governors upon the recommendation of the Senate and in recognition of successful completion of the requisite research and achievement of required competencies do hereby confer upon*

**Nelago Damona Halweendo**

*the degree of*

**Bachelor in Finance Management Honours**

**(LOWER SECOND CLASS DIVISION)**

**(NQF LEVEL 8)**

*with all the rights, privileges and immunities thereto appertaining in witness whereof, we have caused this degree to be signed by the duly authorised officers of the University*

Vice Chancellor

25 September 2020



Registrar





05 NOV 2020

CHANCELLER OFFICE

# The International University of Management

*The IUM board of governors upon the recommendation of the Senate and in recognition of successful completion of the requisite learning and achievement of required competencies do hereby confer upon*

**Nelago Halweendo**

*the degree of*

**Bachelor in Finance Management**

**(PASS)**

**(NQF LEVEL 7)**

*with all the rights, privileges and immunities thereto appertaining in witness whereof, we have caused this degree to be signed by the duly authorised officers of the University*

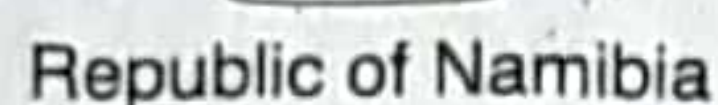
Vice Chancellor

25 September 2020



Registrar





# Namibia Senior Secondary Certificate (Subject Award)

This is to certify that the candidate named below was awarded the following grade(s) for the subject(s) shown in the examination of October/November 2014.

## NELAGO D HALWEENDO

Date of Birth: 30 April 1995

Subject	Level	Grade
First Language Oshindonga	Higher	3(THREE)
Mathematics	Ordinary	D(d)
Accounting	Ordinary	E(e)
Business Studies	Ordinary	E(e)
Economics	Ordinary	F(f)
English as a Second Language	Ordinary	F(f)

SUBJECTS RECORDED: SIX

05 NOV 2020

CHARGE OFFICE

Chikena

**Permanent Secretary**  
Ministry of Education, Namibia

*L. K. Raynsniez*

**Vice-Chancellor**  
University of Cambridge

all the  
children

in collaboration with

University of Cambridge Local Examinations Syndicate



**CAMBRIDGE**  
International Examinations

Candidate Number: NAO04/0051

Certificate Number: 142106420



00004693





Republic of Namibia

Ministry of Education, Arts and Culture

## Namibia Senior Secondary Certificate (Subject Award)

This is to certify that the candidate named below was awarded the following grade(s) for the subject(s) shown in the examination of October/November 2015.

NELAGO D HALWEENDO

Date of Birth: 30 April 1995

### Subject

Accounting

English as a Second Language

Economics

SUBJECTS RECORDED: THREE

### Level

Ordinary

Ordinary

Ordinary

### Grade

C(c)

E(e)

F(f)

FREDDY KADHILA  
JURIS LLB HONOURS UNAM  
COMMISSIONER OF OATHS  
PRACTISING LEGAL PRACTITIONER  
GOVERNMENT ATTORNEY'S OFFICE  
PRIVATE BAG 13189  
WINDHOEK, NAMIBIA

I certify that this document is a true and correct  
copy of the document which was submitted to me  
Date:

*[Signature]* 30/07/20

FREDDY KADHILA  
Commissioner of Oaths Namibia

*[Signature]*

Permanent Secretary  
Ministry of Education, Namibia

*[Signature]*

Vice-Chancellor  
University of Cambridge

in collaboration with

University of Cambridge Local Examinations Syndicate



CAMBRIDGE  
International Examinations

Candidate Number: NXQ59/0123

Certificate Number: 151882073



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