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### PERSONAL DETAILS

<b>Surname:</b>	Shihepo	<b>Names:</b>	Jason N.
<b>Date of Birth:</b>	1997/05/12	<b>Languages:</b>	English, Oshiwambo
<b>Nationality:</b>	Namibian	<b>Health:</b>	Excellent; non-smoker
<b>Marital Status:</b>	Single	<b>ID. No:</b>	97051200291
<b>Gender:</b>	Male		

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### CONTACT

📍 Katutura, Windhoek , Namibia  
☎ +264 81 591 8754  
✉ [jshihepo.na@gmail.com](mailto:jshihepo.na@gmail.com)  
🌐 [Linkedin.com/Jason Shihepo](https://www.linkedin.com/in/JasonShihepo)

### PROFESSIONAL PROFILE

I am an enthusiastic and professional Namibian male with Two (2) years of knowledge in HR administration, computers and Office management. I am quick to grasp new ideas and concepts, develop, innovative and creative solutions to problems. I am able to work well on my own initiative and can demonstrate high levels of motivation required to meet the tightest of deadlines. Even under significant pressure, I possess a strong ability to perform effectively.

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### EDUCATION

- Institution:** Namibia University of Science & Technology  
**Qualification:** Bachelor of Human Resources Management (07BHRM)
  - School:** Haimbili Haufiku SSS  
**Qualification:** Grade 12 Certificate
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## **CURRICULUM VITAE**

**JASON N SHIHEPO**

### **PROFESSIONAL EXPERIENCE**

1. **Company Name:** Exclusive Classic Computer CC  
**Position Held:** Typist, Cashier & Administrative Assistant  
**Duration:** 2017-2018 (2 Years)
2. **Company Name:** Society for Family Health  
**Position Held:** HR Intern  
**Duration:** 15 April 2019- 30 March 2020 (1 year)

### **MAIN DUTIES & RESPONSIBILITIES**

- General HR Administrative duties
- Recons, Petty cash and other finance related extra duties.
- Interviewing shortlisted applicants
- Administer employee benefits and process payments
- Effective assistance in the processing of recruitment, interviewing, selection and job offers.
- Assistant with vacancy adverts
- Compile interview minutes
- Monitor the contract database (Expiry, renewals)
- Filing and Record keeping
- Review organization Policies
- Conducting Inductions of new employees
- Any other ad hoc functions as required

### **SKILLS AND COMPETENCIES**

- PC literate (MS Words, Excel, Outlook and PowerPoint)
- Multi- tasks
- Strong problem solving skills and working in a diverse culture
- Good communication and interpersonal skills
- Analytic and Negotiation skills
- Teamwork
- Problem solving
- Community engagement
- Planning and organising
- Initiative and enterprise skills

### **AWARDS**

1. Best JSC learner (2013)
2. Community Engagement Activities and SRC member
3. Award in best NSSCO Physical Science learner

## CURRICULUM VITAE

JASON N SHIHEPO

### REFERENCES

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Ms. Agatha N Kuthedze  
Program Manager  
NAPPA  
Cell: +264 81 2983608



Ms Isabel Mendes-Siyamba  
Chief of Party (IntraHealth Namibia)  
Cell: +264 81 244 5831





09 July 2020

**Confirmation Letter: Internship**

This letter is to confirm that **Mr. Jason Shihepo ID No. 97051200291** was attached to the Society for Family Health (SFH) for practical/internship purposes with effect 01 April 2019 up to April 2020, based at SFH Head Office in Windhoek.

He was a loyal and highly committed person who interacts well with colleagues as well as management team. He was performing, among other duties:

1. Processing payment vouchers
2. Administering contracts of employment,
3. Handle recruitment and selections (adverts, shortlisting, taking interview minutes and issuing job offers)
4. Administer leave days and conditions of services
5. General HR administration
6. Other duties assigned by the supervisor or any authorized person.

Should you have further question, please do contact our office at Tel: 061-440 607.

Yours Faithfully,

**FILLEMOMO HAINDONGO**  
**HR COORDINATOR**



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.

JASON N SHIHEPO

Date of Birth: 12 May 1997

**Subject**

Physical Science

Mathematics

Biology

Geography

First Language Oshikwanyama

English as a Second Language

SUBJECTS RECORDED: SIX

**Level**

Ordinary

Ordinary

Ordinary

Ordinary

Ordinary

Ordinary

**Grade**

A\*(a\*)

A(a)

B(b)

B(b)

C(c)

E(e)

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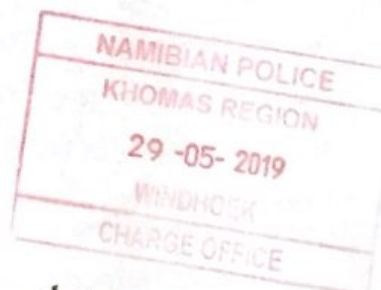
*[Signature]*

*[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: NAS16/0256  
Certificate Number: 152307988



00061744



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**Office of the Registrar**

Student Admissions  
Academic Transcript

13 Storch Street  
Private Bag 13388  
Windhoek  
NAMIBIA

T: +264 61 207 2056  
F: +264 61 207 9775  
E: admissions@nust.na  
W: www.nust.na

Issuing Institution : NAM University of Science and Technology  
Institution Registration Number :  
Name : SHIHEPO JASON NGHIWANIFWA  
Student Number : 216100968  
Identity Number : 97051200291

Date Of Birth : 12-MAY-1997

Year : 2016 BACHELOR OF HUMAN RESOURCES MANAGEMENT NQF: 7  
Annual Result : PH PASS FIRST YEAR

**SEMESTER 1 BLOCK**

INTRODUCTION TO BUSINESS MANAGEMENT  
COMPUTER USER SKILLS  
INTRODUCTION TO MARKETING AND ITS ENVIRONMENT  
INTRODUCTION TO ORGANISATIONAL PSYCHOLOGY  
INTRODUCTION TO MATHEMATICS (BUS & MGMT)  
LANGUAGE IN PRACTICE

51 PASS  
43 FAIL  
62 PASS: CREDIT  
55 PASS  
73 PASS: MERIT  
60 PASS: CREDIT

**SEMESTER 2 BLOCK**

BUSINESS ETHICS

FAIL: NO ADMISSION TO  
EXAM  
CREDIT

BASIC SCIENCE  
ENGLISH IN PRACTICE  
INFORMATION COMPETENCE  
INTRODUCTION TO HUMAN RESOURCES MANAGEMENT  
MARKETING PRINCIPLES

60 PASS: CREDIT  
72 PASS: MERIT  
60 PASS: CREDIT  
69 PASS: CREDIT

Year : 2017 BACHELOR OF HUMAN RESOURCES MANAGEMENT NQF: 7  
Annual Result : PJ PASS SECOND YEAR

**JUN/AUG EXAMINATIONS**

BUSINESS ACCOUNTING 1A  
ENGLISH FOR ACADEMIC PURPOSES  
ORGANISATIONAL BEHAVIOUR

39 FAIL SUPPLEMENTARY EXAM  
49 FAIL SUPPLEMENTARY EXAM  
50 PASS SUPPLEMENTARY  
EXAMINATION

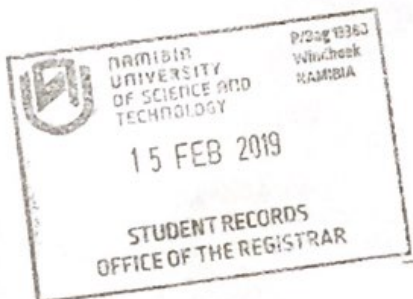
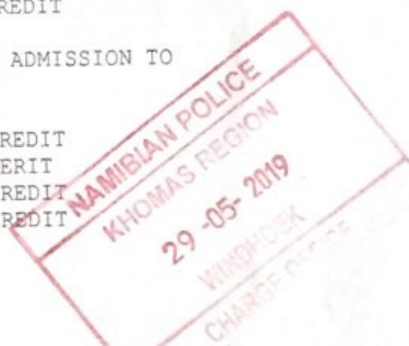
**SEMESTER 1 BLOCK**

BUSINESS ACCOUNTING 1A

47 FAIL: SUPPLEMENTARY  
ALLOWED

BASIC BUSINESS STATISTICS 1A  
COMPUTER USER SKILLS

71 PASS: MERIT  
54 PASS



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F: +264 61 207 9775  
E: admissions@must.na  
W: www.must.na

Continued From Page 1

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Student Number : 216100968

Identity Number : 97051200291

Date Of Birth : 12-MAY-1997

ENGLISH FOR ACADEMIC PURPOSES

45 FAIL: SUPPLEMENTARY  
ALLOWED

LABOUR LAW 1A

61 PASS: CREDIT

ORGANISATIONAL BEHAVIOUR

45 FAIL: SUPPLEMENTARY  
ALLOWED

PRINCIPLES OF MICROECONOMICS

69 PASS: CREDIT

SEMESTER 2 BLOCK

BUSINESS ACCOUNTING 1B

67 PASS: CREDIT

BUSINESS ETHICS

56 PASS

BASIC BUSINESS STATISTICS 1B

78 PASS WITH DISTINCTION

ENGLISH FOR ACADEMIC PURPOSES

44 FAIL: SUPPLEMENTARY  
ALLOWED

LABOUR LAW 1B

64 PASS: CREDIT

ORGANISATIONAL MANAGEMENT

63 PASS: CREDIT

HUMAN RESOURCES FOR LINE MANAGERS

57 PASS

DEC/FEB EXAMINATIONS

50 PASS SUPPLEMENTARY  
EXAMINATION

ENGLISH FOR ACADEMIC PURPOSES

Year : 2018 BACHELOR OF HUMAN RESOURCES MANAGEMENT NQF: 7

Annual Result : P8 PASS: EXTEND PROGRAMME

SEMESTER 1 BLOCK

BUSINESS ACCOUNTING 1A

66 PASS: CREDIT

BUSINESS OPERATIONS

61 PASS: CREDIT

CONTEMPORARY ISSUES

69 PASS: CREDIT

INTRO. TO EDUCATION TRAINING & DEVELOPMENT

53 PASS

INNOVATION, CREATIVITY AND ENTREPRENEURSHIP

61 PASS: CREDIT

MANAGING EMPLOYEE PERFORMANCE

50 PASS

ORGANISATION DEVELOPMENT AND CHANGE

68 PASS: CREDIT

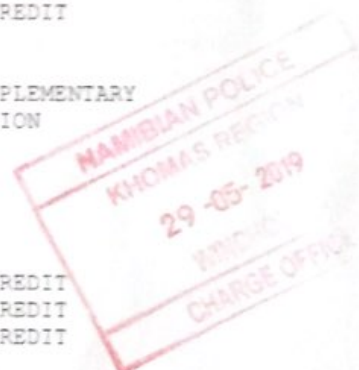
PROFESSIONAL WRITING

55 PASS

SEMESTER 2 BLOCK

INDUSTRIAL RELATIONS

58 PASS



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Student Number : 216100968

Identity Number : 97051200291

Date Of Birth : 12-MAY-1997

PRINC. OF EDUCATION, TRAINING & DEVELOPMENT

60 PASS: CREDIT

EMPLOYEE WELLNESS, HEALTH AND ERGONOMICS

50 PASS

I hereby declare that

SHIHEPO JASON NGHIWANIFWA

Was a registered student at this institution during the above mentioned years and that his / her conduct was satisfactory.

Mr J Kasaona

All programmes of study at the Namibia University of Science and Technology are offered through the English medium of instruction.

15-FEB-2019



Verify that this document is a true reproduction of the original which was examined by me and that from my observations the original has not been altered in any manner

Signature

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REPUBLIC OF NAMIBIA  
NATIONAL IDENTITY CARD

NO. 970512 0029 1

SURNAME  
SHIHEPO

(FIRST NAME(S))  
JASON NGHIWANIFWA

*J. Shihepo*

any change in my details must be reported to the issuing authority  
if not and that from my observations the card  
has not been altered in any manner

*Signature of J. Shihepo*

NAMIBIAN POLICE  
KHOMAS REGION  
29-05-2019  
WINDHOEK  
CHARGE OFFICE

DATE OF BIRTH  
1997-05-12

PLACE/COUNTRY OF BIRTH  
OKANGHUDI

GENDER  
MALE

HEIGHT  
1,65

DATE OF ISSUE  
2014-02-24

APP. NO.  
X77931

CITIZENSHIP  
CITIZEN

EYE COLOUR  
BROWN




97051200291