

Maria P Shilongo
P O Box 41617 Ausspahnplatz
shilongomp@gmail.com
0817234924

Human Resource Department
Municipality Swakopmund
P O Box 53
Swakopmund

24 May 2019

RE: Internship Request

Dear sir/Madam?

I am Maria Peneyambeko Shilongo, 30 years old female I am final year bachelor of honour degree in Travel, Tourism and Hospitality Management at The International University of Management.


As a requirement from the university for all final year students required training in the field of studies prior to the rewards of their degree, I am hereby seeking for an internship opportunity at your respective organization/company , to do training in front office , reservation and other department related to my studies. During the internship period, I hope to gain technical experience that will complement the theoretic skills I have acquired at school. Bearing in mind of economic crisis in the country at the moment, I will avail, myself for any opportunity in the tourism sector with or without any remuneration but rather an incentive for any my basic need, and I would like to do my training for 6 m months.

I am available as soon as possible.

I have attached my CV and my qualifications for your consideration.

Looking forward to hearing from you.

Best regards



Maria P Shilongo

Curriculum Vitae for Maria P Shilongo

Postal address 41647 Ausspahnplatz, Windhoek [Telephone +26481 7234924] Email: shilongomp@gmail.com

PERSONAL PROFILE

I am a very good person of interpersonal skills and communication skills I am a team player and I can achieve possible outcomes as an individual. I am numerically oriented client focus quality conscious and highly motivated and friendly I am a thought full person who can achieve knowledge and expected successful outcomes.

PERSONAL DETAILS

Surname	: Shilongo
First names	: Maria Peneyambeko
Date of birth	: 01-25-1989
Identify Number	: 89012500869
Nationality	: Namibian
Sex	: Female
Health	: Good
Criminal record	: None
Contact Number	: +264817234924
E-mail Address	shilongomp@gmail.com
Postal Address	: P.O.BOX 41647 Ausspahnplatz, Windhoek

EDUCATION

GRADE 12| 2009 | Dr Abraham Iyaambo

- English, Oshikwanyama, Mathematic
- Development Study, Biology, Physical science

INTERNATIONAL UNIVERSITY OF MANAGEMENT

Course: TOURISM MANAGEMENT

CERTIFICATE IN TOURISM MANAGEMENT AND HOSPITALITY 2015

**HIGHER CERTIFICATE IN TOURISM MANAGEMENT AND
HOSPITALITY 2016**

**HIGHER DIPLOMA IN TOURISM MANAGEMENT AND HOSPITALITY
2017**

**HONOURS DEGREE IN TOURISM MANAGEMENT AND HOSIPITALITY
2018**

SKILLS AND ABILITIES

- Capable of running the Microsoft Windows and the Internet Basic Computer skills
- Good Written and oral communication skills , and Self-confident
- Excellent Communication skills , Can handle reasonable Stressful situation
- Organization and co-ordination are extremely strong assets

LANGUAGES

Language	Speak	Read	Write
English	Good	Good	Good
Oshiwambo	Good	Good	Good
German	Good	Fair	Fair

Portuguese Good Good Good

WORK EXPERIENCE

Emmanuel pre-primary School

Monte Christo Road

P O BOX 60062

Katutura –Windhoek

Roof of Africa Hotel, Conference & Travel Centre

Food and beverage and Housekeeping

04th September 2017- 29th September 2017

Job attachment

Computer knowledge : Ms Word, Outlook ,Ms excel ,Ms PowerPoint and
Typing.

Interests and Activities : Member of the Anglican Student Federation (ASF) and
Church activities.

REFERENCES

1. Monika Hauwanga

0813370022

Reservation officer

Europa Hoff Hotel

2. Rev Joseph Hanghome

0813369531

jhanghome@gmail.com

P O Box 13379

Eenhana

3. Jonas L. N. Nekundi

0817196050

Accountant

Ministry of Safety and Security

Namibian Police



IUM
GLOBAL HUB FOR MANAGEMENT SCIENCE
AND INFORMATION TECHNOLOGY

Office of the Campus Director - Walvis Bay Campus

Tel: +264 - 64 - 206647

Fax: +264 - 64 - 206647

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

Walvisbay - Namibia

Ref: TTH/02-19

22 February 2019

TO WHOM IT MAY CONCERN

Dear Sir/Madam

**REQUEST FOR POSSIBLE PLACEMENT/JOB ATTACHMENT IN RESPECT OF
IUM STUDENT MARIA P. SHILONGO STUDENT NUMBER IUM 150001851**

In partial fulfilment for the requirements leading to the award of the IUM Bachelor qualifications, students are required to undergo compulsory internship. The objective of this on-the-job training (placement) is to expose the students to a work environment that gives them the opportunity to amalgamate theory and practice thereby shaping them (students) into graduates who will make a difference in commerce and industry. The objective is to enhance and/or expand the student's knowledge of a particular area(s).

Ms Maria Shilongo is a 4th year student registered and studying for a **Bachelor Honours Travel, Tourism and Hospitality Management. Structure of Industrial/Job Attachment.** We will be most grateful to receive a report from your organisation regarding the performance of the above student at the end of the attachment. The report may cover, among other things, conduct, presentation, grasp of practical concepts.

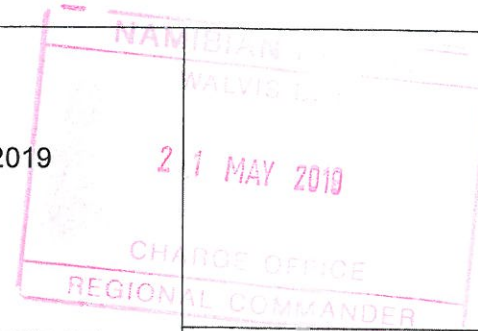
For further enquiries contact the undersigned.

Yours Sincerely,

PP 

Mr. F. Mwandingi
**HEAD: ACADEMIC AFFAIRS
IUM COASTAL CAMPUS
TEL/FAX: +264 64 206647**

Faculty Stamp



**MAIN CAMPUS
DORADO CAMPUS**
21-31 Hercules street, ext 1
Private Bag 14005, Bachbrecht
Tel: 061-4336000
Fax: 061-4336152
E-mail: ium@ium.edu.na

WINDHOEK CITY BRANCH
59 Bahnhof Street
Private Bag 14005, Bachbrecht
Tel: 061-245150/84
Fax: 061- 248112
E-mail: ium@ium.edu.na

WALVIS BAY CAMPUS
858 Hage Geingob Street
Social Security Building
P.O. Box 346, Walvis Bay
Tel: 064-206647
Fax: 064-206647
E-mail: adm.wbay@ium.edu.na

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

ONGWEDIVA CAMPUS
4380, Dr. Libertina Amadhila Street
P.O. Box 2775, Oshakati
Tel: 065-230145 / 230149
Fax: 065-230159
E-mail: adm.ong@ium.edu.na

NKURENKURU CAMPUS
Near Nkurenkuru Service Station
Kavango West
P.O. BOX 6038, Nkurenkuru
TEL: 066-264500 / 264957
Email: adm.nku@ium.edu.na

Website: www.ium.edu.na





THE INTERNATIONAL UNIVERSITY OF MANAGEMENT

WINDHOEK - NAMIBIA

TEL +264-61-4336000 FAX: +264-61-4336152 E-MAIL: ium@ium.edu.na

GLOBAL HUB FOR MANAGEMENT SCIENCE AND INFORMATION TECHNOLOGY

Academic Transcript

Issuing Institution : INTERNATIONAL UNIVERSITY OF MANAGEMENT

Name : SHILONGO MARIA PENEYAMBEKO

Student Number : 150001851

Identity Number : 89012500869

Date Of Birth : 25-JAN-1989

Year : 2015 CERTIFICATE OF ADMINISTRATION IN TRAVEL, TOURISM AND HOSPITALITY MANAGEMENT

SEMESTER 1

MATHEMATICS FOR BUSINESS
PROFESSIONAL PRESENTATION
REPORT WRITING
SPOKEN BUSINESS ENGLISH

EXTERNAL EXEMPTION
62 PASS
FAIL
62 PASS

SEMESTER 2

ACCOUNTING I
BUSINESS COMMUNICATION I
COMPUTER LITERACY
INTRODUCTION TO BUSINESS 1
INTRODUCTION TO TRAVEL, TOURISM&HOSPITALITY

52 PASS
58 PASS
53 PASS
62 PASS
EXTERNAL EXEMPTION

Year : 2016 HIGHER CERTIFICATE IN TRAVEL, TOURISM AND HOSPITALITY MANAGEMENT

SEMESTER 1

ACCOUNTING II
ECONOMICS
HR MANAGEMENT
MARKETING
TRAVEL, TOURISM & HOSPITALITY

67 PASS
51 FAIL: SUBMINIMUM
63 PASS
58 PASS
60 PASS

SEMESTER 2

BUSINESS LAW
MANAGERIAL ACCOUNTING
ORGANISATIONAL BEHAVIOUR
TRAVEL, TOURISM & HOSPITALITY OPS MANAGEMENT

58 PASS
67 PASS
66 PASS
FAIL

Year : 2016 CERTIFICATE OF ADMINISTRATION IN TRAVEL, TOURISM AND HOSPITALITY MANAGEMENT

SEMESTER 1

NAMIBIAN AND REGIONAL ECONOMICS
REPORT WRITING

43 FAIL: SUBMINIMUM
44 FAIL - SIT SUPPLEMENTARY EXAM

Page 1 (Continued On Next Page)

Signed:

Registrar

Stamp of the University Examinations Office

The International University of Management
Private Bag 14005 Bachbrecht
Windhoek
Tel: 264 61 433 6000
Fax: 264 61 433 6152
E-Mail: ium@ium.edu.na

Examinations Office

NB: Correspondence invalid without the stamp of the University Examinations Office

Serial Number

10030694



THE INTERNATIONAL UNIVERSITY OF MANAGEMENT

WINDHOEK - NAMIBIA

TEL +264-61-4336000 FAX: +264-61-4336152 E-MAIL: ium@ium.edu.na

GLOBAL HUB FOR MANAGEMENT SCIENCE AND INFORMATION TECHNOLOGY

Academic Transcript

Continued From Page 1

Issuing Institution : INTERNATIONAL UNIVERSITY OF MANAGEMENT

Name : SHILONGO MARIA PENEYAMBEKO

Student Number : 150001851

Identity Number : 89012500869

Date Of Birth : 25-JAN-1989

Year : 2016 GERMAN

National Qualification ID : Credit : 0

National Level : (0)

SEMESTER 1

National Level	National Credit
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GERMAN 1	
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0	
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0.00	
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53 PASS

SEMESTER 2

National Level	National Credit
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GERMAN 2	
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0	
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0.00	
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FAIL

Year : 2017 HIGHER DIPLOMA IN TRAVEL, TOURISM AND HOSPITALITY MANAGEMENT

Year : 2017 HIGHER CERTIFICATE IN TRAVEL, TOURISM AND HOSPITALITY MANAGEMENT

Year : 2017 CERTIFICATE OF ADMINISTRATION IN TRAVEL, TOURISM AND HOSPITALITY MANAGEMENT

19-APR-2017



Last Page

Signed:

Registrar

Stamp of the University Examinations Office

The International University of Management

Private Bag 14005 Bachbrecht

Windhoek

Tel: 264 61 433 6000

Fax: 264 61 433 6152

E-Mail: ium@ium.edu.na

Examinations Office

NB: Correspondence invalid without the stamp of the University Examinations Office

Serial Number

10030695

INTERNATIONAL UNIVERSITY OF MANAGEMENT

31 January 2018 10:09:57

Academic Record

Student Number: 150001851
Name: MS. MARIA PENEYAMBEKO SHILONGO

Identity Number	89012500869
Date of Birth	25-JAN-1989



ITS IEnabler
 P.O. Box 346
 Matsieng
 Tel: 066-205 647
 Fax: 066-205 647
 E-mail:
 adm.wb@ium.edu.bo

Campus Administrator

You Owe The Institution: 44470

Qualification: HDTTH - HIGHER DIP TRAVEL TOURISM & HOSPITALITY

Year: 2017
Subject: CSA0S3
Academic Period: YEAR
Year Mark: 56
Result: FAIL: SUBMINIMUM

CORPORATE STRATEGY

Final Mark: 36

Year: 2017
Subject: ESL0S3
Academic Period: YEAR
Year Mark: 63
Result: PASS

ENTREPRENEURIAL STUDIES AND LEADERSHIP

Final Mark: 55

Year: 2017
Subject: IMR0S3
Academic Period: YEAR
Year Mark: 55
Result: PASS

MANAGEMENT OF THE INFORMATION RESOURCE

Final Mark: 51

Year: 2017
Subject: INT0S3
Academic Period: YEAR
Year Mark: 60
Result: PASS

INTERNATIONAL TRAVEL, TOURISM & HOSPITALITY

Final Mark: 58

Year: 2017
Subject: SMK0S3
Academic Period: YEAR
Year Mark: 67
Result: PASS

STRATEGIC MARKETING

Final Mark: 65

Year: 2017
Subject: TEN0S3
Academic Period: YEAR
Year Mark: 61
Result: PASS

TOURISM AND THE ENVIRONMENT

Final Mark: 60

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

REPUBLIC OF NAMIBIA
NATIONAL IDENTITY CARD



NO 890125 0086 9

SURNAME

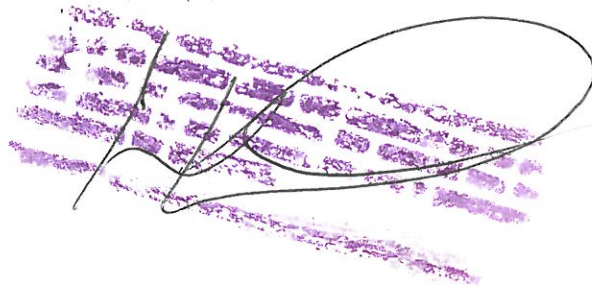
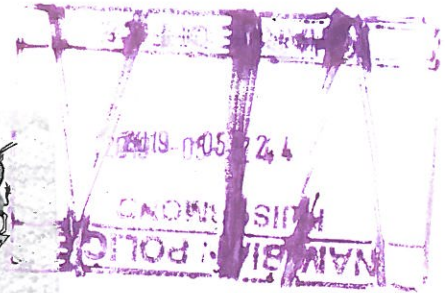
SHILONGO

FIRST NAME(S)

MARIA PENEYAMBEKO



Shilongo



DATE OF BIRTH
1989-01-25

PLACE/COUNTRY OF BIRTH
ONAAAME

GENDER HEIGHT
FEMALE 1,68

DATE OF ISSUE
2012-02-13

APPL-NO.
V03425

CITIZENSHIP
CITIZEN

EYE COLOUR
BROWN



89012500869



IUM
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E-mail: adm.wbay@ium.edu.na

Walvisbay- Namibia

01 February 2019

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: TESTIMONIAL: MS MARIA PENEYAMBEKO SHILONGO
-STUDENT NO: IUM 150001851

The International University of Management hereby wish to confirm that the above named student been registered at the University since 2015. She is done with her final year of studies for an **Honours Degree in Travel, Tourism & Hospitality Management (NQA Level 8)**.

In her studies Ms Shilongo has already successfully complete a Certificate, Higher Certificate, Higher Diploma and Honours Degree in Travel, Tourism & Hospitality Management (NQF Level 5, 6, 7 and 8 respectively).

The reason of this letter is to recommend **Ms Shilongo**, for any relevant services that will be available at your organization to enable her to further her career. This will give her practical experience to broaden the scope of the theory she has learned in her studies.

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

Yours Faithfully


.....
Dr Titus T Haimbili
Campus Director



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

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Fax: 064-400106
E-mail: adm.swk@ium.edu.na

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Fax: 065-230159
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Kavango West
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TEL: 066-264500 / 264957
Email: adm.nku@ium.edu.na

Website: www.ium.edu.na





Address: 124-6 Nelson Mandela Avenue,
Klein Windhoek, Windhoek, Namibia
P.O. Box: 11745, Windhoek, Namibia

Tel: 00264-61-254708 Fax: 00264-61-248048

E-mail: info@roofofafrica.com

Website: www.roofofafrica.com

Roof of Africa Hotel, Conference & Travel Centre

October 2017

TO WHOM IT MAY CONCERN


This is to certify Ms. Maria P. Shilongo completed her job attachment in the Food and Beverage, and Housekeeping Departments at Roof of Africa Hotel and Conference Centre from 04th September 2017 to 29th September 2017.

During her job attachment, her training included but was not limited to:

- Greeting and welcoming guest
- Serving of food and beverage to our guest as per the course of order.
- Maintaining the cleanliness of the bar and restaurant according to the hotel standards
- Helped with the preparation of conference and banquets.
- Preparing guest rooms for cleaning
- Cleaning of public areas
- The linen cycle

I would have no difficulty recommending Ms. Shilongo to any potential employer after her studies. If you have any concerns please do not hesitate to contact me at telephone number 264 061 254 708.

Sincerely,


Mrs. Kieran Clement CHS
Roof of Africa Hotel and Conference Centre

