

<b>Personal details</b>	
Name	Nalyeende Ndamononghenda
Gender	Female
Nationality	Namibian
Place of birth	Born in Ondiihaluka
Date of birth	17 January 1987
Marital status	Single
Identity number	87011700188
Home language	Oshiwambo
Other language	English
Residential address	Ongwediva
<b>Values in life</b>	I am very friendly, helpful and always willing to learn. I have good communication skills.
<b>Educational Background</b>	<b>Tertiary Education</b>
Institution	The International University of Management
Course	Travel, Tourism and Hospitality
Year	2011-2014
Qualification	Bachelor Honors in Travel, Tourism and Hospitality
Subjects	Events Management, Geographical Differentiation of Tourism, Services Marketing for International, Domestic and Regional Tourism, and Field Project: Tourism Development Case Study.
Institution	Global Training Institute
Course	Advanced Ms word. Excel, Access and PowerPoint
Year	4 <sup>th</sup> -15 <sup>th</sup> April 2016
Qualification	Certificate

	<b>Secondary Education</b>
Name of the school	Nehale senior secondary school
Year	(2007-2008)
Grade	Grade 11-12
Subjects	Oshindonga 1 <sup>st</sup> Language, English 2 <sup>nd</sup> Language, Biology, Geography, Development studies and Agriculture.
	<b>Work experience</b>
Company Duration Position Duties	<p>Ministry of Mines and Energy June 2014 up to 31 March 2017 Administrative officer (Intern)</p> <ul style="list-style-type: none"> <li>• Update the application received</li> <li>• Receiving and verify loan applications</li> <li>• Assist clients with the application process</li> <li>• Checking clients on ITC and Affordability</li> <li>• Issuing clients approval letters and their purchase orders</li> <li>• Sending messages</li> <li>• Provides information by answering questions and requests.</li> </ul>
Company Duration Position Duties	<p>The International University of Management 01 March 2018 to date Part-time tutor Delivering lectures, administering tasks such as setting test, assignments and examination for the students that majoring in Home economy, Travel, Tourism and Hospitality Management</p>

	References
	<ol style="list-style-type: none"> <li>1. Ms Sofia Malumbu Ongwediva-International University of Management Tell: 065 230145 Fax no: 065 230159</li> <li>2. Ms Ishuna-Niita Amakutsi Ministry of Mines and Energy Finance officer- Solar Revolving Fund Tell:061 2848171 Cell:081 4201532</li> <li>3. Mr Omega Chimhangwa Lecturer- International University of Management Cell: 081 0374289 Windhoek</li> </ol>