

## PERSONAL INFORMATION

Name : Tovhowani  
Surname : Ndou  
Date of birth : 17<sup>TH</sup> April 1987  
Identical number : 870417 1058 083  
Gender : Female  
Home language : Tshivenda  
Other languages : Tsonga - Good  
: English - Good  
: Pedi - Good  
: Zulu - Good  
: Tswana - Good

## CONTACT INFORMATION

Contact number : 079 417 8998  
: 079 940 2184  
E-mail address : Tshedzatovho@gmail.com  
Home address : 1255 Zambezi Street  
Vusimuzi Section  
Tembisa  
1632

## CAREER HISTORY

### Year 2021

I am currently working at Dachser intelligent logistics as a breakbulk controller at airfreight import department.

#### Duties

- Planning and handling of shipment through to finalization client liaison
- Coordinate and control airfreight shipment from collection to final delivery
- Capturing debt and credit notes, registering break files
- Capturing profit shares, splitting of original docs
- Registering own clearance files, processing handover files and invoicing, confirming flight details and airline charges with the airlines. Submissions of outturn reports, filling, scanning, keeping registers of files.

### Year 2013

I studied financial accounting at Jeppe Business College which includes major subjects like Business literacy, Payroll and Monthly SARS return, Business law, Pastel accounting and Pastel Payroll

### Year 2012

I studied Certificate in Store keeping and stock control at Rosebank Business college which includes Logistics Subjects like Inbound receiving clerk, Outbound dispatch clerk, Inbound and outbound stock control, Store keeping, Space and Quality assurance.

### Year 2009

Avuxeni Computer college is where I obtained my computer certificated and subjects are as follows – keyboard typing skills, operate at PC system, Microsoft word, Power point, Excel, Slide Presentation and Charts and graph Designs.

## **Other Qualifications**

### Year 2011

Institution I trained the basic of Fire is Makhado fire station, I only obtained certificate and basic first aid.

### Year 2007

I attended my matric in Limpopo province, Tshinange Secondary school is where I obtained my matric certificate with subjects like my home language Tshivenda, English, accounting, economics, industrial organization and planning, industrial Orientation.

## **Employment history**

### Year 2013

I started getting my skills and experience in Jet which is under Edcon company, I was working as a cashier, merchandiser, hanging clothes, customer service and housekeeping.

### Year 2015

I worked as a Sales assistant since 2015 at creativity which is United Merchants. I was a hardworking and dedicated person .The experience helped me to be promoted as a manager in 2016 my everyday duties was doing administration , preparing daily banking , floor walk, doing time sheet ,stock count to be done every Monday , stock take , morning talk every morning , daily cash up , customer service and make sure our target is in order .

## Reference

1. Dineo Kobe Controller at Dachser intelligent logistics  
011 396 1113
2. Mrs Thandi Beebe manager at Jet  
011873 5019
3. Mrs Valerie Gina area manager at United merchants  
011 353 3500/071 130 0337

1. Bewaar die bewys van u GEREgistreerde woon- en  
POSADRES in hierdie sakke.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet die vorm **KENNISGEWING VAN ADRESVERANDERING**, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek- distrikantoor van die **DEPARTEMENT VAN BINNELANDSE SAKE**.

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the **NOTICE OF CHANGE OF ADDRESS** form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the **DEPARTMENT OF HOME AFFAIRS**.

100

S.A.BURGER/S.A.CITIZEN

VAN/SURNAME

NDOU

VOORNAME/FORENAMES

TOVHOWANI

GEBOORTEDISTRIK OF-LAND/  
DISTRICT OR COUNTRY OF BIRTH

**SOUTH AFRICA**

GEBOORTEDATUM/  
DATE OF BIRTH

1987-04-17

DATUM UITGEREIK  
DATE ISSUED

2004-01-14

UITGEREIK OP GESAG VAN DIE  
DIREKTEUR-GENERAAL:  
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE  
DIRECTOR-GENERAL:  
HOME AFFAIRS



I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE  
 ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION.  
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2015  
 m  
 Ref

MAGSNOMMER  
FORCE NUMBER

AGSNUMMER  
FORCE NUMBER  
NAAM IN DRUKSKRIJF  
NAME IN PRINT

# UMALUSI



## Council for Quality Assurance in General and Further Education and Training

### SENIOR CERTIFICATE

Awarded to  
**TOVHOWANI NDOU**

Identity number

8704171058083

Subjects passed

Tshivenda : First Language  
English : Second Language  
Industrial Organisation and planning  
Industrial Orientation  
Accounting  
Economics  
Aggregate

HG	C	60%-69%	Nov 06
HG	E	40%-49%	Nov 05
N3	D	50%-59%	Aug 12
N3	D	50%-59%	Aug 12
SG	F	33,3%-39%	Nov 06
SG	F	33,3%-39%	Nov 05
	S	720-949	

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ENDORSEMENT  
None

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDLED BY: *[Signature]* RANG  
M. Rep. Le. *[Signature]*

MAGSNOMMER  
FORCE NUMBER  
NAME IN PRINT

With effect from

September 2012

Chief Executive Officer

*M.S. LAKOMETSI*

This certificate is issued in accordance with Section 17(A) (6) of Act 58 of 2001 by  
Umalusi Council for Quality Assurance in General and Further Education and Training.



120 4206 1738 J



REPUBLIC OF  
SOUTH AFRICA

This certificate is issued without alteration or erasure of any kind



# ICB

ACCREDITED BUSINESS  
QUALIFICATIONS

## CERTIFICATE OF ACHIEVEMENT

*This is to certify that*



Tovhowani Ndou

ID: 8704171058083

has passed the skills programme in


Jnr Bookkeeper: Payroll & monthly SARS returns

With 64%

On the 9 day of November 2013

ICB Ref No: 851401

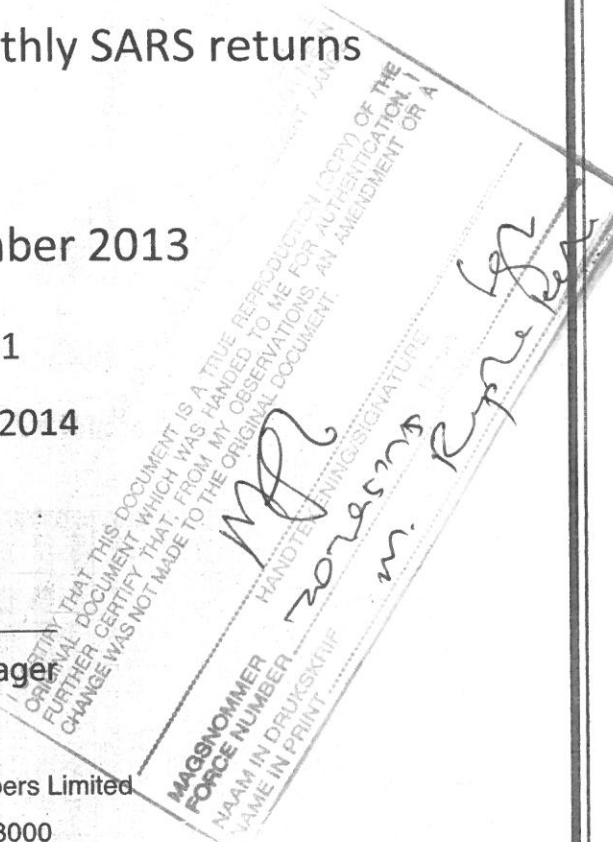
Date of Issue: 05 Feb 2014

  
Quality Assurance Manager

The Institute of Certified Bookkeepers Limited

PO Box 2237, Cape Town, 8000

Reg. no: 1931/003246/06

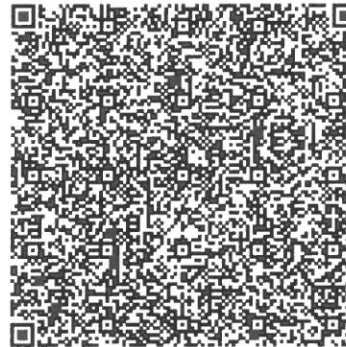




# Savings Account Statement



MISS TOVHOWANI NDOU  
ZAMBEZI STREET HOUSE NO 1255  
VUSIMUZI SECTION  
THEMBISA  
1623



## Tax Invoice

VAT Registration Number  
4680173723

### Capitec Bank Limited

5 Neutron Road  
Techno Park  
Stellenbosch  
7600

From Date: 23/10/2020  
To Date: 23/01/2021  
Print Date: 23/01/2021



Account Number: 1339424876

Posting Date	Transaction Date	Description	Money In (R)	Money Out (R)	Balance (R)
31/10/2020	31/10/2020	Interest Received	0.12		16.74
31/10/2020	31/10/2020	Monthly Account Admin Fee		-5.00	11.74
06/11/2020	06/11/2020	Banking App Payment Received Z Tembe	250.00		261.74
06/11/2020	06/11/2020	ATM Cash Withdrawal 20 Pretoria Rd Kempton Gauteng Gtza		-200.00	61.74
06/11/2020	06/11/2020	ATM Cash Withdrawal Fee		-9.00	52.74
06/11/2020	06/11/2020	USSD Prepaid Purchase VODACOM		-12.00	40.74
06/11/2020	06/11/2020	Prepaid Mobile Purchase Fee		-0.50	40.24
06/11/2020	06/11/2020	USSD Prepaid Purchase VODACOM		-12.00	28.24
06/11/2020	06/11/2020	Prepaid Mobile Purchase Fee		-0.50	27.74
06/11/2020	06/11/2020	SMS Notification Fee		-0.80	26.94
22/11/2020	22/11/2020	Banking App Payment Received Chaka Ndou	100.00		126.94
22/11/2020	22/11/2020	USSD Prepaid Purchase VODACOM		-12.00	114.94
22/11/2020	22/11/2020	Prepaid Mobile Purchase Fee		-0.50	114.44
22/11/2020	22/11/2020	ATM Declined Withdrawal Fee		-7.00	107.44
22/11/2020	22/11/2020	ATM Balance Enquiry Fee		-7.00	100.44
22/11/2020	22/11/2020	ATM Cash Withdrawal Shop 58 Cnr Andrw Mph Midrand Gtza		-70.00	30.44
22/11/2020	22/11/2020	ATM Cash Withdrawal Fee		-9.00	21.44
22/11/2020	22/11/2020	SMS Notification Fee		-0.40	21.04
25/11/2020	25/11/2020	Banking App Payment Received Z Tembe	400.00		421.04
25/11/2020	25/11/2020	USSD Prepaid Purchase VODACOM		-12.00	409.04
25/11/2020	25/11/2020	Prepaid Mobile Purchase Fee		-0.50	408.54
25/11/2020	25/11/2020	USSD Prepaid Purchase VODACOM		-12.00	396.54
25/11/2020	25/11/2020	Prepaid Mobile Purchase Fee		-0.50	396.04
25/11/2020	25/11/2020	ATM Cash Withdrawal Atm Tembisa 2 Tembisa Gtza		-350.00	46.04
25/11/2020	25/11/2020	ATM Cash Withdrawal Fee		-8.00	38.04
25/11/2020	25/11/2020	Card Purchase Insufficient Funds Fee		-0.40	37.64
25/11/2020	25/11/2020	USSD Prepaid Purchase VODACOM		-12.00	25.64
25/11/2020	25/11/2020	Prepaid Mobile Purchase Fee		-0.50	25.14
25/11/2020	25/11/2020	SMS Notification Fee		-0.80	24.34
28/11/2020	28/11/2020	Banking App Payment Received T Ndou	110.00		134.34
28/11/2020	28/11/2020	SMS Notification Fee		-0.40	133.94
29/11/2020	29/11/2020	ATM Cash Withdrawal Absa Kwikspar Norkem Kempton Park Gtza		-100.00	33.94
29/11/2020	29/11/2020	ATM Cash Withdrawal Fee		-9.00	24.94
29/11/2020	29/11/2020	SMS Notification Fee		-0.40	24.54
30/11/2020	30/11/2020	Interest Received	0.05		24.59
30/11/2020	30/11/2020	Monthly Account Admin Fee		-5.00	19.59
31/12/2020	31/12/2020	Interest Received	0.04		19.63
31/12/2020	31/12/2020	Monthly Account Admin Fee		-5.00	14.63

24hr Client Care Centre 0860 10 20 43 E ClientCare@capitecbank.co.za capitecbank.co.za



**INCOME TAX**  
**Notice of Registration**

T NDOU  
16 GOSFORTH PARK EST  
16 HAWAII  
GERMISTON  
JOHANNESBURG  
1417

Enquiries should be addressed to SARS

**Contact Detail**

SARS 0800 00 7277  
Alberton Website: [www.sars.gov.za](http://www.sars.gov.za)  
1528

**Details**

Taxpayer Reference No: 0693317240

Always quote this reference  
number when contacting SARS.

Date: 2021-01-23



Dear Taxpayer

**NOTICE OF REGISTRATION**

The South African Revenue Service (SARS) confirms registration of the following taxpayer:

Name and Surname: TOVHOWANI NDOU  
ID number: 8704171058083  
Taxpayer reference number: 0693317240  
Date of Registration: 2015-02-22

**Your tax obligation**

Depending on your circumstances, you may be required to submit an annual income tax return. Should you be a provisional taxpayer, returns and payments will be required every six months. More details can be obtained from the SARS website.

Any person who derives by way of income any amount which does not constitute remuneration or an allowance or advance contemplated in section 8(1) of the Income Tax Act is regarded as a Provisional Taxpayer and may be required to submit provisional returns.

Kindly notify SARS of any change to your registered particulars within 21 business days of such change.

Should you have any queries please call the SARS Contact Centre on 0800 00 7277. Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

**ISSUED ON BEHALF OF THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE**