



## 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. Jacquie Mcilduff supervisor 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