

# **CURRICULUM VITAE OF LONDOLANI NELLY**

Address: 137 MOGASE STREET, DIEPKLOOF ZONE 4, SOWETO, 1862

Contact: 072 856 1328 / 083 767 6078

Email: londolanimelly@gmail.com

## **PROFESSIONAL PROFILE**

Results-driven and detail-oriented Administrative Officer and Supervisor with a National Diploma in Business Management (NQF Level 6) from Capricorn TVET College. I have over three years of experience providing administrative, supervisory, and financial support in both public and private sectors. My strong organizational and leadership abilities enable me to manage office operations, coordinate teams, and ensure efficient documentation, project coordination, budgeting, and stakeholder communication. I am passionate about maintaining effective administrative systems and leading teams toward productivity and operational excellence.

## **EDUCATION**

National N Diploma in Business Management (NQF Level 6) | Capricorn TVET College (2024)

Key Modules: Financial Accounting, Entrepreneurship, Business Management, Computer Practice, Sales Management

Grade 12 Certificate (Matric) | Ndalamo Secondary School (2015)

Subjects: Tshivenda, English, Mathematical Literacy, Life Orientation, Geography, History, Life Sciences

## **WORK EXPERIENCE**

Administrative Officer & Supervisor | Hungasani Technical, Environmental and Projects | Feb 2023 – Dec 2025

- Supervised and coordinated administrative staff, ensuring smooth daily operations.
- Oversaw document control systems, filing, and correspondence management.
- Planned and managed office budgets, monitored expenditure, and prepared monthly financial reports.
- Maintained HR records, leave registers, and assisted in payroll documentation.
- Coordinated project logistics, meetings, and workshops for multiple departments.
- Reviewed and approved procurement requests, invoices, and tender documentation.
- Provided leadership support to management in project implementation and reporting.

Field Worker | Ekurhuleni Municipality | Jan 2022 – Dec 2022

- Collected, verified, and reported accurate field data for municipal projects.
- Provided administrative support and assisted with financial documentation.
- Ensured timely and accurate submission of reports to senior officials.

Admin Clerk | Department of Education | Jul 2018 – Dec 2021

- Processed invoices maintained financial and HR records, and assisted with payroll data.
- Handled petty cash requisitions, voucher books, and expense reporting.
- Supported compliance and audit processes within the department.
- Coordinated correspondence, filing, and document tracking.

## **SKILLS & COMPETENCIES**

- Administrative Supervision & Team Coordination
- Financial Administration & Budget Management
- Procurement & Tender Documentation
- Petty Cash Management & Reconciliation
- Advanced Microsoft Office Suite (Word, Excel, Outlook)
- Strong Communication & Problem-Solving Skills
- Confidential Record Management
- Leadership & Staff Development

## **LANGUAGES**

English (Fluent), Tshivenda (Fluent), Xitsonga (Fluent), IsiZulu (Fluent), Sepedi (Fluent), Sotho (Fluent)

## **REFERENCES**

Mr. Gezani Nkateko | Director - Hungasani Technical, Environmental and Projects  
061 536 8005 | hungasanipty@gmail.com

Ms. Lekalakala Keleabetswe | Senior Manager - Ekurhuleni Municipality  
011 333 0364 | keleabetswe.lekalakala@ekurhuleni.gov.za

Ms. Mashamba Maria | Principal - Department of Education  
072 625 8937 | mariamashamba6@gmail.com



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DEPARTMENT: HIGHER EDUCATION AND TRAINING  
REPUBLIC OF SOUTH AFRICA

# NATIONAL *N* DIPLOMA

## BUSINESS MANAGEMENT

SOUTH AFRICAN POLICE SERVICE  
CLIENT SERVICE CENTRE  
MONDEOR

12-01-2026

CLIENT SERVICE CENTRE  
MONDEOR

SOUTH AFRICAN POLICE SERVICE

AWARDED TO  
NDOU LONDALANI NELLY  
IDENTITY NUMBER  
9406230456089  
WITH EFFECT FROM  
2024/08/01

MINIMUM TRAINING PERIOD: 3 YEARS

\* INDICATES DISTINCTION

COMPUTER PRACTICE	N4	N5	N6
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT	N4	N5	N6
FINANCIAL ACCOUNTING	N4	N5	N6
MANAGEMENT COMMUNICATION	N4		
SALES MANAGEMENT	N5	N6	

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NAAM IN DRUKSKRIF / NAME IN PRINT .....  
.....

Examination Officer

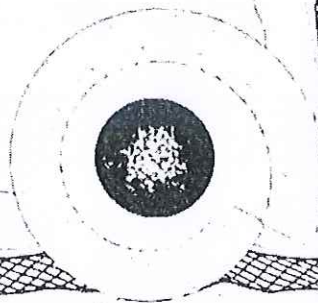
Director-General

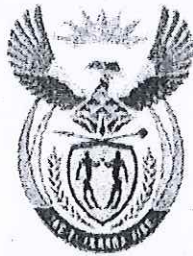
Issued by the Director-General of the Department of Higher Education and Training under delegated authority from the Quality Council for Trade and Occupations



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SERIAL NUMBER D 10103366





REPUBLIC OF SOUTH AFRICA

# National Senior Certificate

**SOUTH AFRICAN POLICE SERVICE**  
 CLIENT SERVICE CENTRE  
 MONDEOR

**12-01-2026**

CLIENT SERVICE CENTRE  
 MONDEOR

**SOUTH AFRICAN POLICE SERVICE**

Awarded to

**LONDALANI NELLY NDOU**

Identity number 9406230456089

Subject	%	Achievement level
Tshivenda Home Language	68	5
English First Additional Language	48	3
Mathematical Literacy	36	2
Life Orientation	51	4
Geography	50	4
History	62	5
Life Sciences	34	2

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This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate courses gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

.....  
 HANDEKENING/SIGNATURE  
 .....  
 NAAM IN DRUKSKRIF  
 NAME IN PRINT **SS MATHIHO**

With effect from December 2015

**M. S. LAKOMETSU**  
 Chief Executive Officer

160 0730 9008 S



This certificate is issued without alterations or enclosure of any kind



Council for Quality Assurance in  
 General and Further Education and Training  
 South Africa

7091120

(See reverse for more information)

DRIVING LICENCE  
LAISENTSI YA U DIRAIVA  
CARTA DE CONDUCAO

SA00 SOUTH AFRICA  
**ZA**

LN NDOU

ID No: 02/9406230456089 FEHALE  
Birth/Mabobo: 23/06/1994 ZA Restr./Khanelo: 0  
Lic.No./Nom.Lae.: 894500003dS No.: 1  
Valid/Thendelo: 11/05/2022 - 10/05/2027  
Issued/Ubviswa: ZA

Code/Khoutu: C1  
Ven restr./Khanelo ya tshenedziz: 0  
First issue/Ubviswa ha u thoma: 28/10/2021

*Ndolani*

REPUBLIC OF SOUTH AFRICA  
NATIONAL IDENTITY CARD

Surname:  
NDOU  
Names:  
LONDALANI NELLY  
Sex:  
F  
Nationality:  
RSA  
Identity Number:  
9406230456089  
Date of Birth:  
23 JUN 1994  
Country of Birth:  
RSA  
Status:  
CITIZEN

Signature:  
*Ndolani*

SOUTH AFRICAN POLICE SERVICE  
CLIENT SERVICE CENTRE  
MONDEOR

12-01-2026

CLIENT SERVICE CENTRE  
MONDEOR

SOUTH AFRICAN POLICE SERVICE

DRIVER RESTRICTIONS  
0 None  
1 Glasses / Contact lenses  
2 Artificial limb

P/DP CATEGORIES  
P Passengers  
G Goods  
D Dangerous goods

VEHICLE RESTRICTIONS  
0 None  
1 Automatic transmission  
2 Electrically powered  
3 Physically disabled  
4 Bus > 16000 kg (GVM) permitted

A		A1		≤ 125 cc
B				GVM ≤ 3500 kg
C1				GVM ≤ 750 kg
C				GVM ≤ 16000 kg
EB		EC1		
EC		EC		

Conditions: Date of Issue:  
26 MAY 2022

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Identification Act, Act 68 of 1997

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For enquiry or verification purposes contact 0900 60 11 90

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BRING IS NIE.

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MAGSNIMMER RANG  
FORCE NUMBER *761209-a* RANG RANK *Cg*

NAAM IN DRUKSKRIF  
NAME IN PRINT *SS MATHHEU*