

# MAHAKO ELANA CHINDUMBA

Bachelor of Business Administration Graduate

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Preferred Name: Elana Chindumba

Contact No: 066 217 4823

Email Address: elanamahako@gmail.com

Home Address: 1 Shelanti Ave, Centurion, Gauteng, 0157

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## SUMMARY

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I have very strong marketing and administrative abilities. I am a positive and enthusiastic sales professional that connects with customers and keeps solid open lines of communication with established and potential customers. I am a trained team leader and willing to take on any task to support team and help business succeed. I am very organized keeping records updated and easily retrievable, preparing documentation, and completing meeting notes at the same time meeting required tasks and deadlines in a very short space of time.

## EXPERIENCE

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### KHULUMA FAMILY COUNSELLING

(March 2025 - March 2026)

Victim supporter Volunteer

- Administration
- Screening victims of crime
- Support/Containment of victims
- Calculating stats, filing documents
- Raising awareness and prevention campaigns
- Referring clients to suitable organisations

### MAN TRUCK AND BUS

(February 2024 - March 2025)

Parts Administrator

- Receiving and sending emails
- Retrieving relevant info from company system
- Communicating with dealers/team via phone
- Data capturing, Stock filing
- Creating templates
- Trucks sales tracking

### GRODIRECT

(May 2023 - September 2023)

Sales Representative

- Reach weekly target
- Working in teams to achieve targets
- Assist clients to apply for the ultimted policy
- Self drive and motivation
- Approach new customers daily

### NUGOLAB

(January 2023 - May 2023)

Digital marketing & Admin

- Make calls to potential customers
- Assist walk in customers with relevant info
- Send emails to potential clients
- Reporting to the director
- Advertise devices online
- Selling laptops/phones on social media
- Help customers make copies

### TECHPLETHORA

(November 2020 - Current[part-time])

Junior HR Assistant

- Meetings and schedule reminder
- Liasing with accountant on documents needed and ensuring they are submitted
- Following up on timesheet submission
- Taking calls and noting down details when Director is not available
- Sending monthly timesheet reminders

## EDUCATION

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### **University of South Africa (2024 - Current)**

Bachelor of Social Work

### **IIE Rosebank College (2018 - 2023)**

Bachelor of Business Administration

### **Mmabatho High School (2012 -2017)**

National Senior Certificate

## SKILLS

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- *Good communication skill*
- *Able to work in a team*
- *Great problem solving skill*
- *Adapt quickly*
- *Great etiquette skills*
- *Verbal and written skills*
- *Microsoft Word/Powerpoint/Excel*
- *Thinkcell/ERP/Citrix/BI/WinSCP*
- *Data Capturing/Outlook/Teams*
- *Updating templates*

## LANGUAGES

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- *English - Fluent*
- *Setswana - Fluent*
- *Portuguese - Fluent*
- *IsiZulu - Intermediate*
- *Afrikaans - Beginner*

## REFERENCES

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### **Kuluma Family Counselling (2025 -2026)**

Lerato (Managing Director/Social Worker) - 063 701 5307

### **MAN Truck and Bus (2024 -2025)**

Deon (Manager) - 076 512 2112

### **NugoLab (2023 -2023)**

Aba (Director) - 061 101 8323

### **GroDirect (2023 -2023)**

Daniel (Supervisor) - 071 099 1864

### **Techplethora (2020 - Current[part time])**

Samuel (Director) - 071 688 7556



REPUBLIC OF SOUTH AFRICA  
**STATEMENT OF RESULTS / STAAT VAN UITSLAE**  
**NATIONAL SENIOR CERTIFICATE / NASIONAAL SENIOR SERTIFIKAAT**  
 NOVEMBER 2017

MAHAKO ELANA CHINDUMBA

EXAMINATION NUMBER / EKSAMENNUMMER: 9174241200003  
 ID NUMBER / ID NOMMER 9612110202085  
 DATE OF BIRTH / GEBOORTEDATUM 19961211  
 CENTRE / SENTRUM: (9424120) MMABATHO HIGH SCHOOL

(4) NGAKA M. MOLEMA DISTRICT NORTH WEST DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement Level Prestasievlak
SETHL	Setswana Home Language	68	5
ENGFA	English First Additional Language	67	5
MLIT	Mathematical Literacy	38	2
LIFE	Life Orientation	70	6
GEOG	Geography	36	2
HIST	History	58	4
LFSC	Life Sciences	53	4
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The candidate qualifies for the National Senior Certificate and has met the minimum requirements for admission to bachelors' degree, diploma or higher certificate study as gazetted for admission to higher education.

IK SERTIFISEER DAT HIERDIE DOKUMENT 'N WAARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VERWAG WERD. EK SERTIFISEER VERDER DAT, VOLGENS MY WAG, GEEN VERANDERING OF WYSGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

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*[Signature]*  
 HANDTEKENING/SIGNATURE  
 RANG RANK  
 MAGSNOMMER / ID NUMBER: 91139649  
 DATE / DATUM: 2017/12/29  
 NAME IN PRINT: Setswana

COMMUNITY SERVICES  
 POLISIEDIENS  
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 COMMUNITY SERVICES  
 POLICE SERVICE

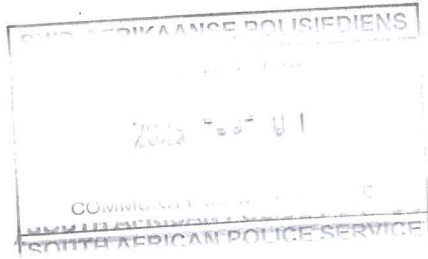
ACTING HEAD OF DEPARTMENT  
 WAARNEMENDE HOOF VAN DEPARTEMENT

Achievement level Prestasievlak	Achievement Description Prestasiebeskrywing	Marks % Punte %
7	Outstanding achievement / Uitmuntende prestasie	80 - 100
6	Meritorious achievement / Verdienstelike prestasie	70 - 79
5	Substantial achievement / Beduidende prestasie	60 - 69
4	Adequate achievement / Voldoende prestasie	50 - 59
3	Moderate achievement / Matige prestasie	40 - 49
2	Elementary achievement / Basiese prestasie	30 - 39
1	Not achieved / Ontoereikende prestasie	0 - 29

A NATIONAL SENIOR CERTIFICATE WILL BE FORWARDED TO THE SCHOOL.  
 THE DEPARTMENT RESERVES THE RIGHT TO EFFECT CHANGES TO THIS DOCUMENT IF NECESSARY.  
 INDIEN NODIG BEHOU DIE DEPARTEMENT DIE REG OM WYSGINGS AAN DIE DOKUMENT AAN TE BRING.



October 2025



# CERTIFICATE Of COMPETENCY

*Microsoft Word, Excel, Email & Basic Administration Skills*

**ELANA CHINDUMBA**

Lindsey Burns

(Accounting & Training Accredited Sage one on Line Trainer)

I ACCEPT THAT THIS DOCUMENT IS A TRUE & PRODUCTION (COPY) OF THE ORIGINAL DOCUMENT AND I HEREBY REQUEST FOR A REPRODUCTION, I REQUEST FOR AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDELSKENING/SIGNATURE *Elana Chindumba*  
 MAGSNOMMER / FORCE NUMBER *71354* RANG / RANK *N10*  
 NAAM IN DRUKSKRIF / NAME IN PRINT *Elana Chindumba*





# KEYBASE

TRAINING SOLUTIONS

THIS IS TO CERTIFY THAT

**M E Chindumba**

9612110202085

**ATTENDED**

**Minute Taking & Meetings**

**DATE**

**15 October 2024**

**To**

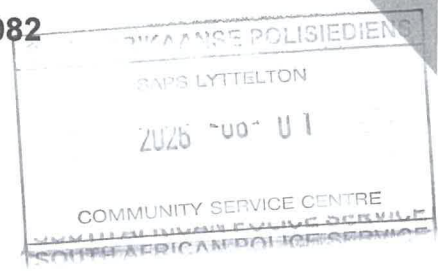
**15 October 2024**

**CERTIFICATE NUMBER**

**C 8911 | 42060 | 32982**

MAGSNUMMER 71132641  
 FORCE NUMBER 71132641  
 NAAM IN DRUKSKRIF 71132641  
 NAME IN PRINT 71132641  
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 RANG RANG  
 RANK RANG

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*[Signature]*

**Jeanny Sebete**

**FACILITATOR**

**KEYBASE TRAINING SOLUTIONS CC**

COLLEAGUES CHOICE  
AWARDS 2025



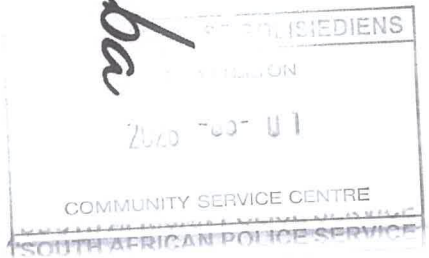
**SILVER OUTSTANDING  
CONTRIBUTION AWARD**

is presented to

*Elana Hindunba*

For making significant, impactful contributions that have advanced  
the organisation's mission and goals.

MAGSNOMMER 7113542 RANG -W10  
 NAAM IN DRUKSKRIEF Setelb  
 NAAM IN PRINT Setelb  
 FORCE NUMBER  
 RANG  
 HANDTEKENING/SIGNATURE  
 M. L. O. Setelb  
 7113542  
 I certify that this document is a true reproduction (copy) of the original document. It has been checked to me for authentication. I am not held responsible for any observations, an amendment or a change was not made to the original document.



*[Signature]*

*[Signature]*

**Lerato Mongale-Banda**  
Acting Managing Director

**Prudence Mashaba**  
Centre Manager

COLLEAGUES CHOICE  
AWARDS 2025



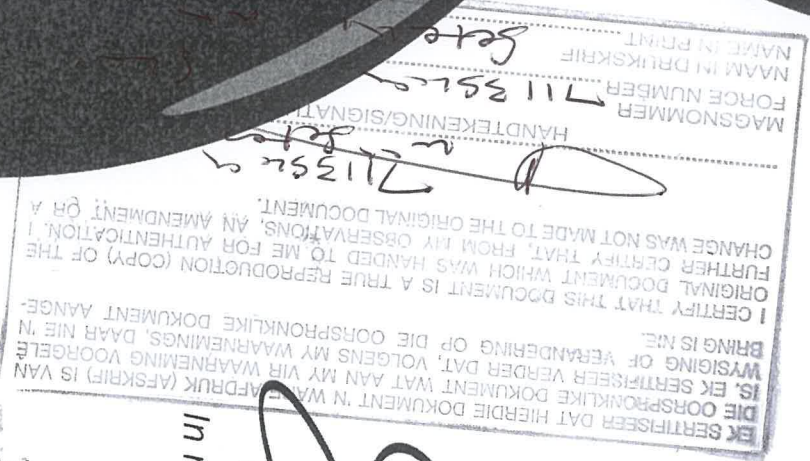
# SILVER INITIATIVE

# EXCELLENCE AWARD

is presented to

*Elana Chindumba*

*In recognition of your creativity, innovation, and proactive problem-solving that drives meaningful progress.*



*[Signature]*

*[Signature]*

**Lerato Mongale-Banda**  
Acting Managing Director

**Prudence Mashaba**  
Centre Manager



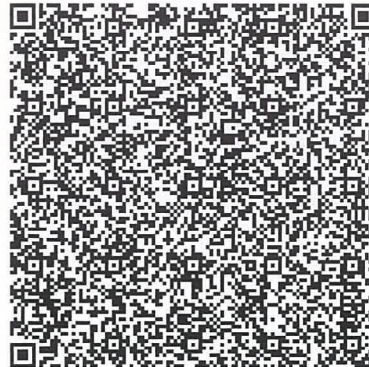
One of the Global One money management products or services

# Proof of Account Details



SkyQR reference: 5370-4236-5a52

Capitec Bank  
01/06/2026  
Branch: 470010  
Device:



SkyQR App Store Google Play  
Validate this document by using the SkyQR App  
or visit [www.capitecbank.co.za/verify-authenticity](http://www.capitecbank.co.za/verify-authenticity)

To Whom it May Concern

We hereby confirm that Miss Mahako Chindumba has the following account(s) at Capitec Bank Limited on 01/06/2026:

### Client Details

Name: Mahako E Chindumba  
ID/Passport Number: 9612110202085  
Residential Address: 4 The Pines, Shelanta, Centurion, Pretoria, 0157  
Postal Address: 4 The Pines, Shelanta, Centurion, Pretoria, 0157

### Account Details

Account Status: Active  
Account Type: Savings  
Account Number: 1562776701  
Bank Name: Capitec  
Branch Code: 470010  
Date Opened: 2018-01-21

The account details provided herein should not be read as extending by implication to any other matters not specifically addressed. The account details are given as at the above date and no obligation is hereby assumed to update the account details on any future date.

Capitec Bank Limited shall have no liability whether in contract, delict (including without limitation negligence) or otherwise to the above accountholder or any third party in relation to the account details contained herein.

... DIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN  
... DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELE  
... VERVOLG DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N  
... OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-  
... WEE.

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*M. Chindumba*  
NAME / TEKENING / SIGNATURE

MAGSNOMMER / FORCE NUMBER: 7113344 RANG / RANK: WVS  
NAAM IN DRUKSKRIF / NAME IN PRINT: Chindumba M





ENQ NO: 2025622444

# South African Police Service Clearance Certificate

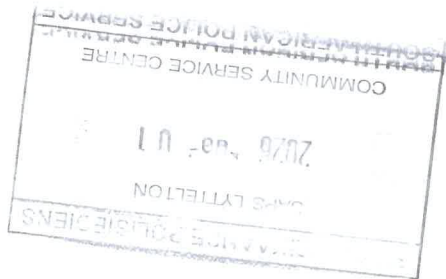
THIS IS TO CERTIFY THAT NO CONVICTIONS HAVE BEEN RECORDED FOR ANY CRIME IN THE REPUBLIC OF SOUTH AFRICA AGAINST:

TRANSACTION NO : 50304560  
 DATE OF BIRTH : 1996-12-11  
 PLACE OF BIRTH : SOUTH AFRICA  
 TITLE : MS  
 SURNAME/S : CHINDUMBA ,  
 MAIDEN NAME/S :  
 NAME/S : MAHAKO ,ELANA ,

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORCELE IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR DIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

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SUID-AFRIKAANSE POLISIEDIENS  
 SAPD KR & MTB  
 PRIVAATSAK / PRIVATE BAG X308  
 2025 -12- 09  
 PRETORIA 0001  
 SAPS CR & CSM  
 SOUTH AFRICAN POLICE SERVICE

.....  
F/The National Commissioner of the South African Police Service

**W/O. N.E. MASHANZHE**

Note  
 Personal details supplied by the applicant  
 Information on criminal history (where applicable) traced by means of fingerprints