

ABLONIA NGOMANA

ADMINISTRATIVE SUPPORT PROFESSIONAL

1398 Diepsloot Ext 4, Johannesburg 2001

078 442 4048

abloniakat@gmail.com



PROFESSIONAL SUMMARY

I aim to develop professionally within an organization that values hard work and trusts me with responsibilities. By embracing challenges, I seek to enhance my skills and contribute meaningfully to the organization's objectives. Together, we can drive positive change and achieve mutual success.



PERSONAL ATTRIBUTES

- Good communication skills
- Ability to work under pressure
- Dependability and strong work ethic
- Punctual, maturity and professional attitude



SKILLS

- Problem solving
- Team building
- Good communication
- Creativity



COMPUTER SKILLS

- Microsoft Word
- Excel
- PowerPoint
- Outlook
- Database
- Internet Explorer



EDUCATIONAL BACKGROUND

Public Management N4-N6 (2019 - 2022)
Western TVET College (Krugersdorp)

Grade 12 (2018)
Magigwana Secondary School



WORK EXPERIENCE

Department of Justice | Administrative Support
From: 2024-08-01 To: 2026-07-31

- Administrative Support
- Data Capturing
- Records Management
- Maintaining Confidential Information
- Filing
- Scheduling Meeting
- Handling Emails



PERSONAL PROFILE

Full Name: Ablonia Ngomana

Date of Birth: 1997/08/02

Citizenship: South African

Marital Status: Single

Languages: Xitsonga, English, N.Sotho, Tshivenda, Sepedi

Driver's License: Code 10



REFERENCES

Western TVET College
Dr Mabasa M.E (Lecturer)
082 086 0875

Magigwana High School
Mr Mpangana (Principal)
079 932 336

Natalie Williams
011 491 5075 | 082 503 7481

 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname
NGOMANA
Names
ABLONIA
Sex
F
Nationality
RSA
Identity Number
9708020677083
Date of Birth
02 AUG 1997
Country of Birth
RSA



Signature

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

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

HANDTEKENING
SIGNATURE.....

MAGSNOMMER
FORCE NUMBER..... **72947673** RANG
RANK..... **CSB**

NAAM IN DRUKSKRIEF
NAME IN PRINT..... **Ngomana Ablonia**

SOUTH AFRICAN POLICE SERVICE

DETECTIVE

2006-07-00

DIEPSLOOT

SUID-AFRIKAANSE POLISIEDIENS

Conditions:
This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 99

Date of Issue:
24 MAY 2025

 201210605





DRIVING LICENCE SADD SOUTH AFRICA

ZA

CARTADE CONDUCAO

A NCOMBWA

ID No: 02/9708020677083 FEMALE

Birth: 02/08/1997 ZA Restriction: 0

Licence Number: 4059000403JR No: 1

Valid: 18/07/2023 - 17/07/2028

Issued: ZA

Code: C1

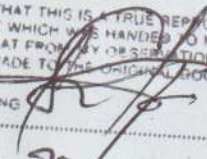
Vehicle restriction: 0

First issue: 17/07/2023

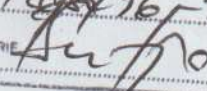


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SIGNATURE: 

MAGSNOMMER
FORCE NUMBER: 7208726-3 RANG RANK: CSJ

NAAM IN DRUKSKRIE
NAME IN PRINT: 

SOUTH AFRICAN POLICE SERVICE

DETECTIVE

2026-07-00

DIEPSLOOT

SUID-AFRIKAANSE POLISIEDIENST

DRIVER RESTRICTIONS

1. Licence / Cartas (Issued)

2. Restriction Code

A  **A1**  **A1**  **A1**  **A1**  **A1**  **A1**  **A1**  **A1**



H11422302

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N4

PUBLIC MANAGEMENT

AWARDED TO

NGOMANA ABLONIA

IDENTITY NUMBER

9708020677083

WITH EFFECT FROM

2020-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4

MANAGEMENT COMMUNICATION N4

COMPUTER PRACTICE N4

PUBLIC ADMINISTRATION N4

EK SERTIFISEER DAT DIERDE DOKUMENT 'N WERK AFOLUK INFORMATIE IS. *****
DIE OORSPRONKELIKE DOKUMENT WAT EEN MY VIR WAGNEMING VOORBEI
IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAGNEMINGS VOORBEI 'N
WYSIGING OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT
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HANDTEKENING
SIGNATURE.....

MAGSNOEMMER
FORCE NUMBER.....

NAAM IN DRUKSKRIEF
NAME IN PRINT.....



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Examinations 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



SERIAL NUMBER

H 11422302



H11703172

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N5

PUBLIC MANAGEMENT

AWARDED TO

NGOMANA ABLONIA

IDENTITY NUMBER

9708020677083

WITH EFFECT FROM

2021-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

COMPUTER PRACTICE N5

PUBLIC ADMINISTRATION N5

PUBLIC FINANCE N5

MUNICIPAL ADMINISTRATION N5

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HANDTEKENING
SIGNATURE.....

MAGSNOEMER
FORCE NUMBER.....

NAAM IN DRUKSKRIEF
NAME IN PRINT.....

RANG
RANK.....



56726778T

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



SERIAL NUMBER

H 11703172



H11374427

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N6

PUBLIC MANAGEMENT

AWARDED TO

NGOMANA ABLONIA

IDENTITY NUMBER

9708020677083

WITH EFFECT FROM

2022-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

PUBLIC LAW N6

PUBLIC ADMINISTRATION N6

PUBLIC FINANCE N6

MUNICIPAL ADMINISTRATION N6

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRYF) VAN
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MAGSNOMMER
FORCE NUMBER.....

NAAM IN DRUKSKRIE
NAME IN PRINT.....

RANG RANK.....



58864760P

Examinations 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



SERIAL NUMBER

H 11374427



REPUBLIC OF SOUTH AFRICA

National Senior Certificate



Awarded to

ABLONIA NGOMANA

Identity number 9708020677083

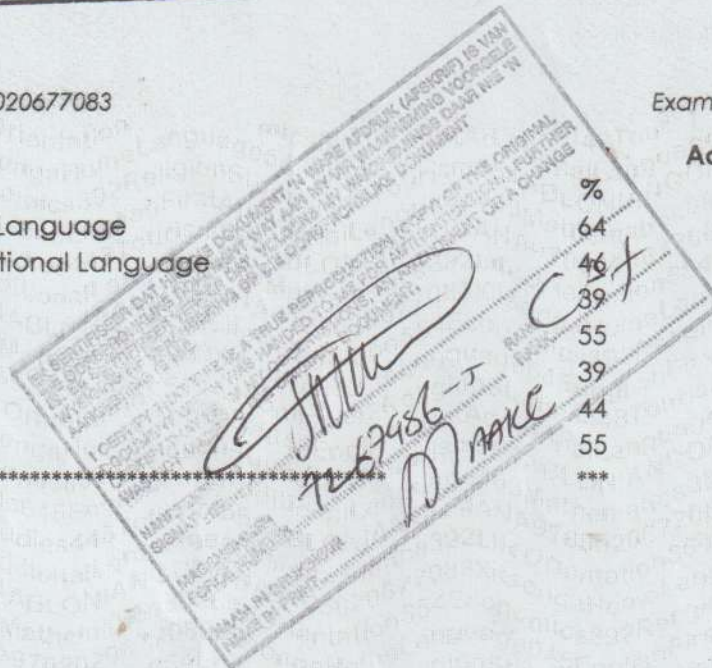
Exam number 0184263080288

Subject

Xitsonga Home Language
English First Additional Language
Mathematics
Life Orientation
Economics
Religion Studies
Tourism

Achievement

%	level
64	5
46	3
39	2
55	4
39	2
44	3
55	4
***	*



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

With effect from December 2018

M. S. LAKOMETS

Chief Executive Officer

190 551 9 5078 C



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa 0366245

(See reverse for more information)

INCOME TAX
Notice of Registration

A NGOMANA
4 Diepsloot
Ext 4 Diepsloot
Johannesburg
2000

Enquiries should be addressed to SARS

Contact Detail

SARS 0800 00 7277
Alberton Website: www.sars.gov.za
1528

Details

Taxpayer Reference No: 0167391309

Always quote this reference
number when contacting SARS

Date: 2022-08-05



Dear Taxpayer

NOTICE OF REGISTRATION

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

Name and Surname: ABLONIA NGOMANA
ID number: 9708020677083
Taxpayer reference number: 0167391309
Date of Registration: 2020-12-13

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