

# Vaino

## Annastansia

## Nasira

## Summary

---

Highly organized, focused and result- driven ambitious business administration professional, with utmost ability to improve customer experience, provide excellent organizational, communication, administrative and presentation skills with the habit of completing task before deadline. Seeking for an opportunity to share my experience, expertise and which in return helps your respective company to grow.

## Skill Highlights

---

Attention to detail	General Administrative skills
Interpersonal skills	( filling,tidying,record
Communication skills	keeping and etc)
Technology (Word)	Time Management

## Contact

---

### Address:

306 Oshetu NO.2 Okahandja,  
Namibia

### Phone:

+264 (081)3491887

### Email:

[Vainoannastasian@gmail.com](mailto:Vainoannastasian@gmail.com)

### LinkedIn:

[linkedin.com/in/vaino-annastansia-nasira-496845147](https://www.linkedin.com/in/vaino-annastansia-nasira-496845147)

## Languages proficiency

---

Speaking and Writing

English - Good

Oshiwambo - Good

Rukwangali - Good

Afrikaans - Fair

## Hobbies & Interests

---

- Writing
- Reading
- Innovation
- Interaction

## Experience

---

**Administrative Officer** - 11/2018 to 01/2019

**Ministry of Environment and Tourism (MET)** Windhoek,  
Namibia

- Organizing documentation of overtime claims, mailing and distributing pay slips
- Recording all incoming advices
- Attending to telephone calls
- Making copies
- Maintain an organized record retrieval and filling system
- Issuing of duplicate Tax Certificates

## Education

---

Bachelor of Business Administration: **Business Administration-2018**

**International University of Management**, Namibia

Secondary School NSSC( Ordinary) 2014-2015

Okahandja Secondary School , Namibia

## Personal Details

---

Date of birth: 12 July 1993

ID no : 93071200390

Citizenship: Namibian

Sex: Female

Marital status: Single

Criminal record: None

## References

---

Professional

Ms. R. Mwalundilange

Lecture

International University of Management

Cell: 0814459812

Email: [r.mwalundilange@ium.edu.na](mailto:r.mwalundilange@ium.edu.na)

Mrs. JN Shaanika Supervisor

Ministry of Environment and Tourism (MET)

Cell: 0812700399

Non professional

Ms. M. Ndara

Sister

Cell: 0817030494



# The International University of Management

*The IUM board of governors upon the recommendation of the Senate and in recognition of successful completion of the requisite learning and achievement of required competencies do hereby confer upon*

**Anastansia Nasira Vaino**

*the degree of*

**Bachelor in Business Administration**

**(UPPER SECOND CLASS DIVISION)**

**(NQF LEVEL 7)**



*with all the rights, privileges and immunities thereto appertaining in witness whereof, we have caused this degree to be signed by the duly authorised officers of the University*

**27 September 2019**

Vice Chancellor

Registrar





# The International University of Management

This is to certify that

**ANNASTANCIA NASIRA VAINO**

has been awarded a

**CERTIFICATE OF ADMINISTRATION**

in

**BUSINESS ADMINISTRATION**

NQF Level 5

Witness our seal and signature

17 July 2017

Vice Chancellor

Registrar



CABA007013



Republic of Namibia

Ministry of Education, Arts and Culture

Namibia Senior Secondary Certificate  
(Subject Award)

This is to certify that the candidate named below was awarded the following grade(s) for the subject(s) shown in the examination of October/November 2015.

ANNASTASIA N VAINO

Date of Birth: 12 July 1993

Subject	Level	Grade
Development Studies	Ordinary	B(b)
Biology	Ordinary	D(d)
Mathematics	Ordinary	D(d)

SUBJECTS RECORDED: THREE

*I certify that this document is a true reproduction of the original which was examined by me and that the original has not been altered in any manner.*

*[Handwritten signature]*



*[Handwritten signature]*

Permanent Secretary  
Ministry of Education, Namibia

*[Handwritten signature]*

Vice-Chancellor  
University of Cambridge

in collaboration with  
University of Cambridge Local Examinations Syndicate



Candidate Number: NXK09/0712  
Certificate Number: 154696646



00071808



Republic of Namibia

**Ministry of Education**

**Namibia Senior Secondary Certificate  
(Subject Award)**

This is to certify that the candidate named below was awarded the following grade(s) for the subject(s) shown in the examination of October/November 2014.

**ANNASTASIA N VAINO**  
Date of Birth: 12 July 1993

Subject	Level	Grade
Agriculture	Ordinary	B(b)
English as a Second Language	Ordinary	D(d)
Physical Science	Ordinary	D(d)
Biology	Ordinary	E(e)
Afrikaans as a Second Language	Ordinary	F(f)
Mathematics	Ordinary	F(f)

SUBJECTS RECORDED: SIX

*certify that this document is a true reproduction of the original which was examined by me and the other members of the board. The original has not been returned.*



**Permanent Secretary**  
Ministry of Education, Namibia

**Vice-Chancellor**  
University of Cambridge

in collaboration with  
**University of Cambridge Local Examinations Syndicate**



Candidate Number: NAK09/0235  
Certificate Number: 142494896



00045915 00045915  
**00045915**



**IUM**  
GLOBAL HUB FOR MANAGEMENT SCIENCE  
AND INFORMATION TECHNOLOGY

**OFFICE OF THE REGISTRAR**

Tel: +264 - 61 - 4336000 / Fax: +264 - 61 - 4336152

E-mail: registrar@ium.edu.na

Windhoek - Namibia

20 February 2019

TO WHOM IT MAY CONCERN

**RE: TESTIMONIAL MS.ANNASTASIA N.VAINO – STUDENT NO: IUM160029368**

The International University of Management hereby wish to confirm that the above named was a registered student at the University. She is pursued a course leading to a Bachelor (NQF Level 7) in Business Administration. **She successfully completed her studies.**

**Earlier, Ms. Vaino completed her Certificate of Administration (NQF Level 5) and her Higher Certificate (NQF Level 6) in Business Administration. She has academic records confirming her marks.**

The purpose of this letter is to recommend her for any relevant job opening that may be available at your organization to enable her to further her career.

Your assistance in this regard will be highly appreciated. For further information you may contact the under signed.

Yours Sincerely,

*(Handwritten signature)* (E.L.L.G.)

*(Handwritten signature)*  
**Julius Iikela (Mr)**  
**Assistant Registrar**  
E-mail: registrar@ium.edu.na



**MAIN CAMPUS**  
**Dorado Park Ext 1**  
21-31 Hercules street  
Private Bag 14005, Bachbrecht  
Tel: 061-4336000  
Fax: 061-4336152  
E-mail: ium@ium.edu.na

**City Branch**  
59 Bahnhof Street  
Tel: 061-245150/84  
Fax: 061- 248112  
E-mail: ium@ium.edu.na

**COASTAL CAMPUS**  
Pelican Mall  
Cnr/O Sam Nujoma Avenue &  
Getrud Kandanga Road  
P.O. Box 346, Walvis Bay  
Tel: 064-206647  
Fax: 064-206647  
E-mail: adm.wbay@ium.edu.na

**Swakopmund**  
**Research & Consultancy**  
**Centre**  
Haus Meeresruh Complex  
P.O.Box 3303, Vineta  
Tel: 064-400106  
Fax: 064-400106  
E-mail: adm.swk@ium.edu.na

**ONGWEDIYA CAMPUS**  
4380 Dr. Libertina Amathila Str  
P.O. Box 2775, Oshakati  
Tel: 065-230145 / 230149  
Fax: 065-230159  
E-mail: adm.ong@ium.edu.na

**NKURENKURU CAMPUS**  
678 Nkurenkuru  
P.O. BOX 6038, Nkurenkuru  
TEL: 066-264500 / 264957  
Email: adm.nku@ium.edu.na

Website: [www.ium.edu.na](http://www.ium.edu.na)

**NB: Correspondence Invalid Without IUM Stamp.**





REPUBLIC OF NAMIBIA

MINISTRY OF ENVIRONMENT AND TOURISM

Tel: (00 26461) 284 2111
Fax: (00 26461) 232 057

Cnr Robert Mugabe &
Dr Kenneth Kaunda Street
Private Bag 13306
Windhoek
Namibia

Tel: 2842020
Enq: J N Shaanika

07 March 2019

TO WHOM IT MAY CONCERN

TESTIMONIAL FOR MS. ANNASTASIA VAINO

I take pleasure to testify that Ms. A Vaino, ID 93071200390, did practical attachment at Ministry of Environment and Tourism as an Administrative officer in Payroll Section for a period of 3 months from November 2018 to January 2019.

During her attachment she was assigned to perform the following duties; filling, recording all the incoming advices, issuing of duplicate Tax Certificates, mailing and distribution of payslips.

Ms. Vaino is hardworking and eager to learn. She cooperated well with people and has sound relationship with other employees, and has sense of responsibility.

During her attachment with the Ministry, she has settled well and blend in with the rest of the staff members. She displayed positive attitude towards work and made a steady progress.

Yours faithfully

Handwritten signature and circular stamp of the Ministry of Environment and Tourism, dated 07 MAR 2019. Text includes: TUKALENI EMVULA, DEPUTY DIRECTOR: FINANCE, Private Bag 13306 Windhoek, Fax: 061-309971.

NAMIBIAN POLICE FORCE
OTJONZONDJUPA REGION
2020-07-28
Handwritten signature and pink stamp.


Handwritten signature and text: 'The original which was examined by me and the original has not been returned'.




Stop the poaching of our rhinos

All official correspondence must be addressed to the Permanent Secretary

REPUBLIC OF NAMIBIA  
NATIONAL IDENTITY CARD



NO **930712 0039 0**



SURNAME  
**VAINO**  
FIRST NAME(S)  
**ANNASTANSIA NASIRA**

*Annastansia*

DATE OF BIRTH  
**1993-07-12**

PLACE / COUNTRY OF BIRTH  
**OKAHANDJA**

GENDER  
**FEMALE**

HEIGHT/m  
**1,62**

DATE OF ISSUE  
**2010-10-21**

APPL. NO.  
**V52621**

CITIZENSHIP  
**CITIZEN**

EYE COLOUR  
**BROWN**



93071200390



*... was examined by me and the original has not been altered.*

*(Signature) (Date)*

**NAMIBIAN POLICE FORCE**  
**OKAHANDJUPA REGION**  
**2020 -07- 2 8**