KATLEGO HENDRICK NGOBENI

CONTACT

989 86th Avenue
Ivory Park
Midrand
1693
0685647620
hendrickatlegon@gmail.com

SKILLS

- Communication skills
- Time Management Skills
- Computer Skills
- Critical Thinking Skills
- Leadership Skills
- Team Working Skills

OBJECTIVE

I am a hardworking Administrator with proven experience maintaining smooth business operations. I have good communication skills. I have a desire to succeed in stimulating environments that will provide me with advancement opportunities. Demonstrate excellent initiative and planning skills to meet daily administration required.

EXPERIENCE

ACFS Education and Feeding Scheme
April 2023 - Current
Administrator
Administration Support

File management - Programmes Implemented at centre level.

Overall support with administration in the office, with the guidance of the M&E office.

Support programmes executed at the centres, guided by Programme leads.

Monitor and Evaluation

QR code & tablet management

Scanning of the QR codes - capture number of children that come to the centre to access ACFS.

Key Tasks:

To ensure that the information required for donor reports is collected, collated and captured.

Administering the M&E tools.

Conduct support and data gathering and field visits including home visits as directed.

Assist in the preparation of and writing of report documents.

Perform general administrative duties within the department/ centres.

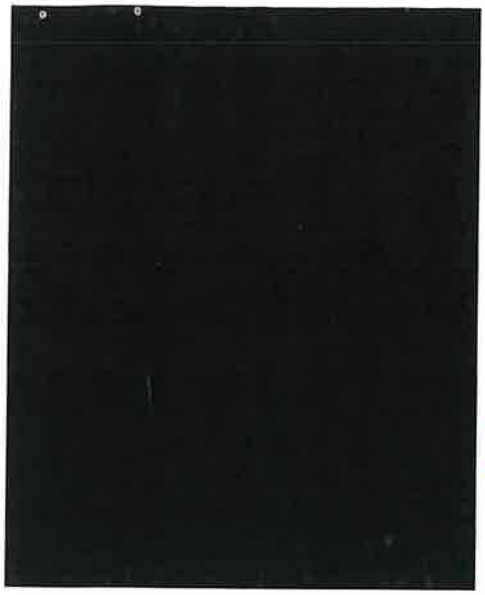
Maintain project diaries based on Centre activities.

To attend training, meetings and briefings when required.

To ensure that all project resources, materials and kits needed for the sites are requisitioned.

EDUCATION

Progression
2025
Generic Management (NQF 4)



Progession
2024
New ventures creation (NQF 4)

Progression
2023
Business Administration (NQF 4)

Eqinisweni Secondary School
2020
Matric

REFERENCE

Shireen Omar - Progression
Mentor (Support Officer)
shireen@progression.co.za
0743733402

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

KATLEGO HENDRICK NGOBENI

Identity number 0210185557084

Exam number 8202607600253

Subject	%	Achievement level
Sepedi Home Language	60	5
English First Additional Language	53	4
Mathematical Literacy	51	4
Life Orientation	59	4
Business Studies	46	3
Economics	42	3
**********	***	*

2026 -04- 10

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 2020

M. S. Lakometsi

Chief Executive Officer

210 8009 9342 T

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

1991169

(See reverse for more information)

South African Revenue Service

INCOME TAX

Notice of Registration

KH NGOBENI
989 IVORY PARK EXT 2
MIDRAND
MIDRAND
1685

Enquiries should be addressed to SARS

Contact Detail

SARS
Alberton
1528

0800 00 7277
Website: www.sars.gov.za

Details

Taxpayer Reference No: 1350266233

Always quote this reference number when contacting SARS

Date: 2026-03-17

Electronic Certification
SARS
South African Revenue Service
Certified as a true copy and there is no indication that the original has been amended by any unauthorised person
2026-03-17

Dear Taxpayer

NOTICE OF REGISTRATION

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

Name and Surname: KATLEGO HENDRICK NGOBENI
ID number: 0210185557084
Taxpayer reference number: 1350266233
Date of Registration: 2021-05-26

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

Certificate of Attendance

This is to certify that

Hendrick Katlego Ngobeni

ID No: 0210185557084

Has attended the following learnership

FETC:Business Administration

Qualification ID: 61595 NQF Level: 4 Credits: 140 Provider Accreditation Number: 10090

19 july 2024

Date of Issue

Training Provider

ENABLING TRANSFORMATION

Certificate of Attendance

SERVICES SETA

This is to certify that

Hendrick Katlego Ngobeni

ID No: 0210185557084

Has attended the following learnership

FETC: New Venture Creation

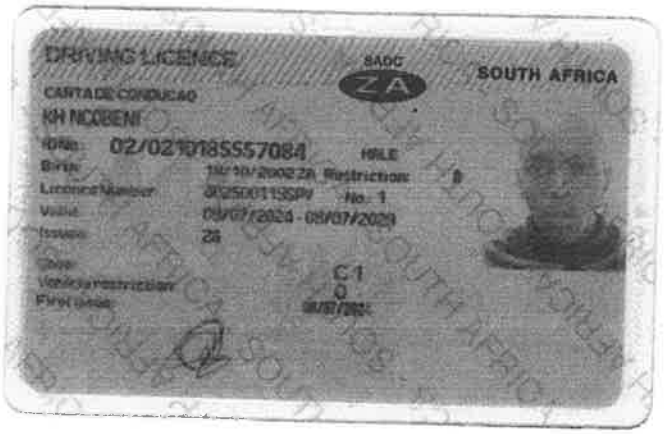
Qualification ID:66249 NQF Level:4 Credits:151 Provider Accreditation Number: 10090

30 June 2025

Date of Issue

Training Provider

ENABLING TRANSFORMATION



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

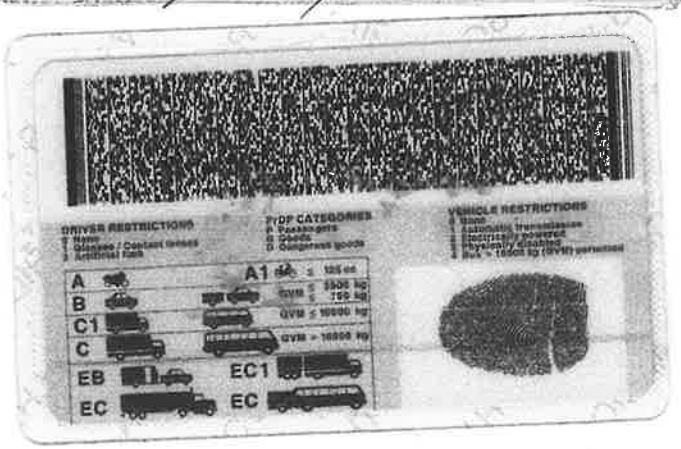
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE

MAGNOMMER / FORCE NUMBER

RANG / RANK

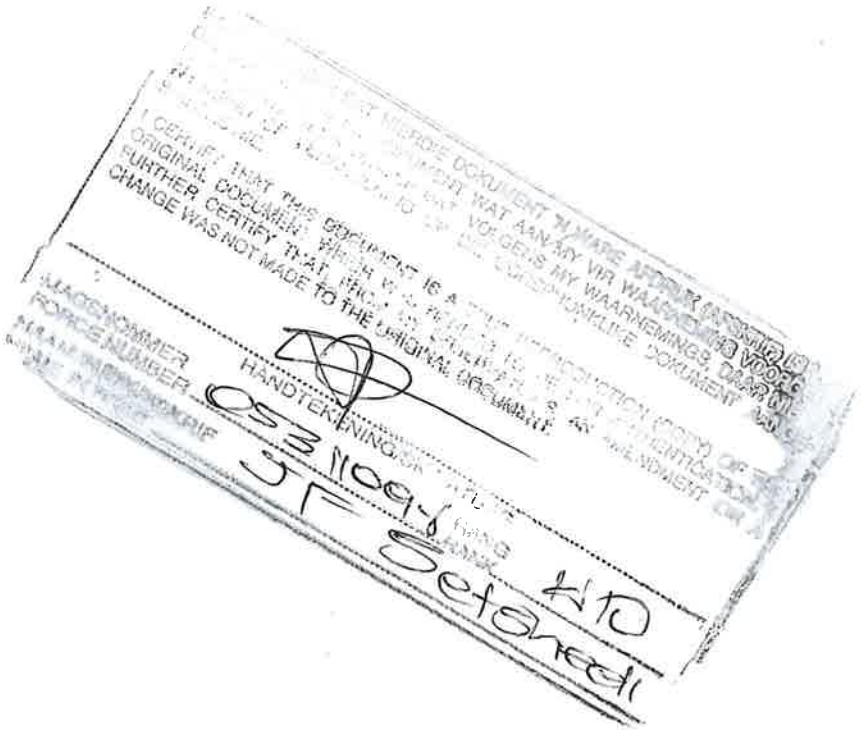
NAAM IN DRUKSKRIF / NAME IN PRINT



SOUTH AFRICAN POLICE SERVICE
RABIE RIDGE
2026 -04- 10


REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD
Surname
NGOBENI
Names
KATLEGO HENDRICK
Sex
M
Nationality
RSA
Identity Number
0210185557088
Date of Birth
18 OCT 2002
Country of Birth
RSA
Status
CITIZEN
Signature


Conditions:
This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
Date of Issue:
08 OCT 2020
RSA
113197692


I CERTIFY THAT THIS DOCUMENT IS A
ORIGINAL DOCUMENT.
FURTHER CERTIFY THAT
CHANGE WAS NOT MADE TO THE
HANDTEKENING
053 1009
3F Setaneli


SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
RABIE RIDGE
2026 -04- 15
SOUTH AFRICAN POLICE SERVICE

One of the Global One money management products or services

Proof of Account Details

CAPITEC

SkyQR reference: 3457-7963-314c

Capitec Bank

18/03/2026
Branch: 470010
Device:

SkyQR App Store Google Play
Validate this document by using the SkyQR App
or visit www.capitecbank.co.za/verify-authenticity

To Whom it May Concern

We hereby confirm that Mr Katlego Ngobeni has the following account(s) at Capitec Bank Limited on 18/03/2026:

Client Details

Name:	Katlego H Ngobeni
ID/Passport Number:	0210185557084
Residential Address:	989 Mongameli Street, Ivory Park Ext 2, Midrand, Johannesburg, 1685
Postal Address:	989 Mongameli Street, Ivory Park Ext 2, Midrand, Johannesburg, 1685

Account Details

Account Status:	Active
Account Type:	Savings
Account Number:	1769090779
Bank Name:	Capitec
Branch Code:	470010
Date Opened:	2021-04-17

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.