

MAREDI NTSWAKE GRACE

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SUMMARY

I am a dedicated and adaptable individual with a strong drive for success. Excels at maintaining and completing tasks and projects. An effective listener and am strong at communication and relation skills. A strong driven individual with 1 year 6 months experience in HRM

LANGUAGES

Sepedi:

English:

EDUCATION

01/2023 N4 - N6: HUMAN RESOURCE MANAGEMENT
SEKHUKHUNE TVET COLLEGE

01/2017 Grade 12 certificate

EXPERIENCE

01/2024 to 06/2025 HR Intern
Culmen Konsultante BK

- Shortlisting and selection
- Scheduling interviews, update leaves
- Calculating hours and update it on Payspace (Payroll)
- Open new employees' files and exit interviews
- Update recruitment tracker
- Do reference checks and question verification for successful candidates
- Update new employees on Payspace
- Conduct internal HR audit and compliance check.
- Maintain confidentiality of employee's information
- Manage employees leave and attendance records
- Assist with onboarding and offboarding processes
- Assist in preparing monthly reports/ inputs (leave, attendance, overtime)
- Providing Administrative supports for HR functions
- Review HR policies

01/2018 to 12/2018 Cleaner and Packer
Gunmar security office

- Followed daily program
- Ensuring a clean and safe environment
- Performed all duties required

SKILLS

- | | |
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| <ul style="list-style-type: none">• MS Excel• MS Word | <ul style="list-style-type: none">• One Note |
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HOBBIES AND INTERESTS

- Reading book

- Keeping fit
- Playing games

CUSTOM SECTION

- MS Excel
- MS Word
- One Note

REFERENCES

- Gunmar Security, Yolandi, 062 7556701
- Culmen Konsultante, Vongai Darangwa, 065 347 3418
- Culmen Konsultante, Samuel Dongo, 067 884 5179