

# SABELO MAJOLA

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Languages: English (Fluent), isiZulu (Native)

## PROFESSIONAL SUMMARY

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A highly motivated and adaptable People Management graduate from the University of Johannesburg with practical Human Resources internship experience across both corporate and public sectors. Proven skills in recruitment support, onboarding, employee engagement, disciplinary enquiry support, and administrative management. Backed by strong student leadership experience and an entrepreneurial mindset, eager to leverage exceptional communication and organizational abilities to add value to a dynamic HR Learnership or Graduate Programme.

## EDUCATION

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### Diploma in People Management Perspectives

02/2023 – 06/2026

*University of Johannesburg • Awaiting Graduation*

- **Key Modules:** Training and Development Practice, People Management Perspectives, Business Management, Employment Relations.

### National Senior Certificate (Bachelor's Pass)

02/2017 – 11/2021

*Rand Park High School*

## WORK EXPERIENCE

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### HR Intern: Recruitment & Employee Relations

06/2025 – 07/2025

*STARTEK SA, Johannesburg*

- Coordinated the scheduling of interviews and managed formal candidate communications to streamline the recruitment process.
- Assisted in managing employee onboarding processes and compliance documentation for incoming staff.
- Provided administrative support in managing employee relations tasks, including disciplinary enquiry (DE) cases, to foster a positive workplace environment.
- Planned and organized company events aimed at enhancing team building and boosting employee engagement.

### HR Intern: Administrative Assistant

12/2025 – 01/2026

*Office of the Premier, Gauteng*

- Managed and audited HR records and employee files to ensure strict organizational compliance.
- Tracked and managed employee attendance records, including vacation and time-off requests.
- Processed internal employee requests and inquiries promptly to maintain efficient HR service delivery.
- Executed essential daily administrative duties including filing, copying, scanning, and faxing documents.
- Maintained office supplies and equipment inventory to support uninterrupted daily operations.

## LEADERSHIP & STUDENT INVOLVEMENT

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### House Committee Member (Social Welfare Mentor)

02/2024 – 11/2024

*University of Johannesburg Residence Life*

- Elected as a First-Year Mentor under the Social and Welfare portfolio to guide students transitioning to university life.
- Provided direct guidance, support, and resource referrals to students facing academic or personal challenges.
- Organized and facilitated student engagement initiatives, social activities, and inclusive residence events.
- Collaborated with the House Committee to uphold residence standards, enforce policies, and enhance student well-being.

### Member

03/2023 – 12/2024

*South African Students Congress (SASCO)*

- Participated actively in student advocacy campaigns, including the "Right to Learn" campaign.
- Assisted incoming students with university applications, administrative registrations, and SRC Trust Fund submissions.
- Contributed to the strategic planning and operational coordination of campus-wide social events.

## ENTREPRENEURSHIP & CREATIVE EXPERIENCE

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### Small Business Owner & Operator

2023 – Present

*Self-Employed*

- Dedicated time alongside academic studies to launch and operate a small business, gaining direct experience in entrepreneurship, customer service, and operations management.

### DJ & Content Creator

2022 – Present

*Music & Entertainment Industry*

- Developed strong time management, digital branding, and communication skills by balancing creative industry projects with full-time academic responsibilities.

## SKILLS & COMPETENCIES

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**HR Competencies:** Recruitment Support, Employee Onboarding, Employee Relations Support, Succession Planning

**Interpersonal Skills:** Team Building, Event Organisation, Conflict Resolution, Intercultural Communication

**Digital & Technical:** Social Media Recruitment, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

## REFERENCES

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### Nomvula Manyathi

Human Resources Manager, Startek SA  
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### Richard Mathabela

HR Officer, Office of the Premier Gauteng  
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