

MIHLALI MHLAULI

HR Graduate | HR Intern | Administrative Support

mhlalimihlali@gmail.com | 072 681 1904 | 59 Stanton Street, Turffontein, Johannesburg

PROFESSIONAL SUMMARY

N4-N6 Human Resource Management graduate with 1 year HR Intern experience in onboarding, employee file management, and HR admin support. Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook), data entry and document management with strong attention to detail and POPIA confidentiality. Bilingual English & isiXhosa. Seeking an HR Assistant / Admin / Recruitment Coordinator role in Gauteng.

KEY SKILLS

- Communication & Employee Relations
- Onboarding & Induction Support
- Confidential Personnel File Management (POPIA)
- Document Management & Data Entry
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Time Management & Attention to Detail
- Problem Solving & Teamwork
- Fluent in English & isiXhosa (C2)

WORK HISTORY

- HR Intern · Tyeks Security Services

May 2024 - May 2025

 - Supported HR team with creation of comprehensive onboarding materials for 50+ new hires
 - Managed 100+ confidential personnel files, maintaining accuracy and upholding privacy standards
 - Assisted with leave records, HR admin and improving employee retention processes
- Sales Agent · Intellicell

Feb 2023 - Jan 2024

 - Assisted customers with questions and orders, delivering excellent service
 - Consistently met and exceeded monthly sales targets, increasing revenue

EDUCATION

- N4-N6 Human Resource Management

Jan 2022 - Completed 2022

King Sabatha Dalindyebo College
- Grade 12 (Matric)

Completed 2018

Uviwe Senior Secondary School

LANGUAGES & REFERENCES

English: Bilingual / Proficient (C2) | isiXhosa: Bilingual / Proficient (C2)
Reference: Mr N. Gwadane, Lecturer, King Sabatha Dalindyebo College · 061 542 3223