

INNOCENT NDLOVU

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PROFESSIONAL PROFILE

Dedicated and motivated Human Resource Management graduate (N6) with academic knowledge in personnel management, labour relations, personnel training and computer practice. Hardworking, organized and a quick learner with strong communication and adaptability. Seeking 18 months of practical work experience to obtain a National Diploma in Human Resource Management.

CORE COMPETENCIES

- Personnel Administration • Labour Relations Support • Employee Training & Development
- Recruitment & Selection Support • MS Office & Computer Literacy • Professional Communication
- Administrative Support • Teamwork & Interpersonal Skills • Time Management

EDUCATION

- Human Resource Management (N4–N6) — Ekurhuleni East TVET College, Benoni Campus | 2022–2024
- N6: Personnel Management • Personnel Training • Labour Relations • Computer Practice
- N5: Personnel Management • Personnel Training • Labour Relations • Computer Practice
- N4: Personnel Management • Entrepreneurship & Business Management • Management Communication • Computer Practice
- National Senior Certificate (Grade 12) — Mamoding Secondary School | 2020

SKILLS & LANGUAGES

Strong administrative skills • Good verbal and written communication • Self-motivated and reliable • Able to work under pressure • Friendly and approachable • Well-groomed and professional
Languages: Tsonga, English, Zulu and Sotho

CAREER OBJECTIVE

To gain practical Human Resources work experience in a professional environment, apply academic knowledge, develop workplace skills and complete the practical experience requirement toward a National Diploma in Human Resource Management.

REFERENCES

Mr Nkululeko Ngubeni — 084 862 9860