

LEBOGILE SEEMA

Gauteng, South Africa | 066 589 4587 | lebogileseema363@gmail.com

PROFESSIONAL SUMMARY

Enthusiastic and motivated Diploma in Labour Law graduate (expected 2026) from Vaal University of Technology. With passion for customer service, retail and HR. I bring strong organizational skills, attention to detail, able to adapt quickly and ability to work under pressure. I am eager to gain hands on practical experience, grow professionally and become valuable part of a dynamic team in retail, HR and related labour law fields.

CORE COMPETENCIES

Fast learner and always open for feedback

Reliable, Punctual, Responsible

Problem solver with positive attitude

Effective communication skill

Detail orientated, willing to learn

EDUCATION

Diploma in Labour Law | Vaal University of Technology

Expected Completion: 2026 | Employment Relationships, Dispute Resolution, and Labour Legislation

National Senior Certificate | Botsikana Secondary School - Completed: 2022

TECHNICAL SKILLS

Microsoft Office: Word, Excel, PowerPoint

Report Writing and Presentation Skills

Basic Data Analysis

LANGUAGES

English, Sepedi, Setswana, isiZulu, Xitsonga

REFERENCES

Available on request