

**MAGUDULELA SIZAKELE
BRIDGET**

197 PHASE TWO ROOSBOOM
LADYSMITH
3370
0724748752/ 0781525103
magudulelasizakele@gmail.com

PERSONAL

Surname: Magudulela
Name : Sizakele Bridget
Date of Birth: 25 August 1993
I D Number: 9308251298087
Gender: Female
Nationality: African
License: N/A
Contact no: 0724748752
Alternative No 0781525103
Criminal Record None
Home Language IsiZulu
Other Language English

HIGHER EDUCATION

Name of School: Embizeni high school
Grade: 12
Subject passed IsiZulu Home language, English 1st additional
Language , Geography , Life Science ,
Mathematics Literacy, Life Orientation, Agricultural
science
Year Obtained: 2011

TERTIARY EDUCATION

Name of Institution Mnambithi Tvet College
Year obtained : 2014

WORK EXPERIENCE

Name of qualification Human Resource Management
Qaulification Level N4, N5 and N6

Name of Company : **Department of Education KZN**
Institution : Mlonyeni Primary School
Position : Office administrator volunteer
Duration : January 2016 to December 2016 (12 months)
Reason for Termination : End of Contract

Duties
: Assisting in Photocopy
: Assisting in doing register
: Filing document
: Capturing information
: Typing

Name of Company**: Department of Health KZN**

Institution : Ladysmith Regional Hospital

Position : HR In-service Trainee

Duration : 02 Sep 2024 to 27 Feb 2026

Reason for Leaving : End of In-service Training

Duties

- . Receiving of claims forms
 - . Sorting of claims as per their category
 - . Put date stamps on claims
 - . Checking all types of claims that are corrects signs completed
 - . Retrieving and filing of personal file, leave files and EpmDs files on the Filing cabinet
 - . Updating and folio numbering personal files
 - . Receiving and checking leave forms
 - . Assisting in capturing of leave forms on persal.
 - . Doing annotation and follow numbering on leave files.
 - . Assisting on preparation of staff leave balance
 - . Drafting and submitting leave without pay.
 - . Receiving and checking of the completeness of incapacity form.
 - . Assist public with the S'thesha waya waya applications
 - . Receiving employment applications and sort them as per their advertised Post.
 - . Act as secretary during shortlisting and interviews
 - . Assist in drafting shortlisting and interview minutes.
 - . Preparing of Appointment submissions and offer letters or contracts.
 - . Inviting shortlisted candidates for interviews.
 - . Assist newly appointed employees on filling of appointment forms.
 - . Preparing of recognition of experience submission for newly employees.
 - . Receiving of registration certificates and assist in capturing on persal.
 - . Receiving and checking of all types of exits letters.
 - . Assist in completion of exit forms.
 - . Assist in capturing of exit claim from PCM online.
 - . Do manual leave gratuity calculation and do leave gratuity payment
 - . Assisting officers in preparations of quarterly, half yearly and annual report.
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Knowledge and Skills

- . Computer skills.
- . Planning and organizing skills.
- . Problem solving skills.
- . Communication skills.
- . Data capturing skills.
- . Good record keeping skills.
- . Decision making skills.

OBJECTIVES

I seek challenging opportunities where I can fully use my skills and

knowledge for the success of the organization.

REFERENCES

Name of Reference	: Miss LO kunene
Position	: Principal (Mlonyeni Primary School)
Contact No.	: 0833287325

Name of Reference	: Miss FP Kubheka
Position	: HR Officer (Ladysmith Regional Hospital)
Contact No.	: 036 6372 111 ext 1176

Name of Reference	: MR KM Mgaga
Position	: HR Officer (Ladysmith Regional Hospital)
Contact No.	: 0366372111 ext 1158