

Rosina Reneilwe Segale

063 545 8143 | rosina.segale98@gmail.com

PERSONAL DETAILS

Full Names: Rosina Reneilwe Segale

Date of Birth: 20 July 1998

Gender: Female

Nationality: South African

Languages: English, isiZulu, Sesotho, Setswana

VOLUNTEERING EXPERIENCE

Spotlite Education (Wisani Primary School)

Administration Assistance | March 2026 – May 2026

Spotlite Education (Progress Comprehensive High School)

Cleaner | November 2025 – February 2026

Crystal Fountain

Human Resource Administrator / Receptionist / PA | December 2022 – June 2024

EDUCATION & ACHIEVEMENTS

South West Gauteng College (SWGC) – Roodepoort Campus

Primary Health NCV Level 2–4 | 2020 – 2022

Awarded for getting 5 distinctions – Primary Health Level 2

Awarded for getting 5 distinctions – Primary Health Level 3

Awarded for getting 4 distinctions – Primary Health Level 4

CERTIFICATES & KEY SKILLS

Certificates:

- Security Grade C (Ngetheni Security)
- Business Communications (HP Life)
- HR Management (Great Learning)
- Basic HAST – HIV, AIDS, STIs & TB (HIVSA)
- Clinical Management of Oral PrEP (Myprep)
- HIV Ambassador & Oral PrEP (Options)

Key Skills:

- Customer Service & Client Relations
- Administration & Office Management
- Computer Literacy (MS Office & Google)
- Problem Solving & Decision Making
- Team Leadership & Supervision
- Punctual, Reliable & Hardworking

REFERENCES

South West Gauteng College – Mrs. Seipati Dlamini, Programme Manager

Phone: 072 644 9911 | Email: dlamini@swgc.co.za

Crystal Fountain – Mr. Muzie Kheswa, Programme Director

Phone: 076 982 3158 | Email: crystal.ovc@gmail.com

Spotlite Education – Kabelo Seabi, Team Leader

Phone: 067 462 7165