

# CLIVE LUVHIMBA

Johannesburg, Gauteng  
076 090 5070 | luvhimbaclive00@gmail.com

## SUMMARY

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Recent Diploma in Labour Law graduate with a strong interest in entry-level and internship opportunities in labour relations, human resources, administration, and general business support. Knowledgeable in labour law principles and HR-related concepts, with strong communication, teamwork, organisation, and computer literacy skills. Self-driven, detail-oriented, willing to learn, and committed to contributing positively to a professional working environment.

## EDUCATION

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|-----------------------------------------------------------------------------|------|
| •Vaal University of Technology (VUT)<br>Diploma in Labour Law               | 2025 |
| •Sinthumule Senior Secondary School<br>National Senior Certificate (Matric) | 2021 |

## COMPUTER LITERACY CERTIFICATE (Vaal University of Technology 2023)

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- Microsoft Word – creating, editing, formatting, and professionally presenting documents.
- Microsoft Excel – data entry, basic formulas and calculations, spreadsheets, sorting, and organising information.
- Microsoft PowerPoint – creating and formatting presentations and organising information clearly.
- Email and Internet – professional email communication, online research, information searching, and digital communication.
- File Management – creating, organising, saving, renaming, and retrieving electronic documents and folders.
- General Office Skills – typing, data capturing, printing, scanning, and handling digital documents.

## SKILLS

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|--------------------------------------------|-----------------------------|
| • Labour law knowledge                     | • Employment law compliance |
| • Human resources fundamentals             | • Workplace policies        |
| • Administrative and document management   | • Employment Legislation    |
| • Strong communication skills              | • Labour dispute resolution |
| • Teamwork and collaboration               | • Microsoft office          |
| • Attention to detail                      |                             |
| • Time management and organisation         |                             |
| • Problem-solving and willingness to learn |                             |

## LANGUAGES

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- English
- Tshivenda
- Sepedi
- Isizulu
- Sesotho

## REFERENCE

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Available on request:  
Mr Allay Smith  
Former academic lecturer  
067 998 5324