

Contact Details

Phone
0786299483

Email
thandimashiya30@gmail.com

Location
36 De Beer Street
Braamfontein
Johannesburg 2001
South Africa

Birthdate
01-Jul-2001

Skills

- Strong Interpersonal skills
- Human Resource Support
- Labour Law Knowledge
- HR Administration
- Recruitment and Selection
- Training and Development
- Payroll Support
- Policy Implementation
- Ms Office Suite(Word, Excel, PowerPoint and Outlook)
- HR Systems

Languages

- English
- Sesotho
- Zulu

THANDI MASHIYA

Ambitious Human Resource Management Individual with academic background in Recruitment, Training, and Development, and Labour Relations. Seeking to join a corporate HR team as in intern to develop practical skills in Employee Records Management, Payroll Support, and HR compliance. I am professional, confidential and committed to delivering accurate and timely support.

- **Grade 12**
MATLHALENG SECONDARY SCHOOL
Grade 12
Jan 2020 - Dec 2020
- **HUMAN RESOURCE MANAGEMENT**
EKURHULENI WEST TVET COLLEGE
N4-N6
Jul 2022 - Nov 2024

Experience

As an entry-level Candidate, I bring a fresh perspective, a solid educational background in Human Resource Management, and a proactive attitude towards skill development, while I have not yet gained formal work experience. My academic training has provided me with a strong understanding of HR principles, Labour Relations and HRIS. I am keen to leverage my theoretical knowledge, adaptability, and a strong interpersonal skills to support HR functions and contribute positively to team objectives.

Reference

- Mr Tendani Leremi**
Phone: 0839971614
Email: Tendrems74@gmail.com
Ms Kefilwe Kekana
Phone: 0782078591
Email: Kekanakefilwe@gmail.com
Ms NC Ntshona
Phone: 0604491088
Email: Noncedon@ewc.edu.za

Additional Information

I am available to work at any time and can adjust my schedule to meet the needs of the job. Additionally I am open to relocating as I believe that new experience and challenges contributes significantly to personal and professional development.



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Suriname
MASHIYA
Namms
THANDI
Sex
F
Nationality
RSA
Identity Number
0107010456088
Date of Birth
01 JUL 2001
Country of Birth
RSA
Status
CITIZEN



Signature

[Signature]



TIRELO YA MAPODISI A AFRIKA BORWA
VISPOL COMMANDER
2025 -08- 17
ORKNEY SAPS
SUID-AFRIKAANSE POLISIEDIENS
SOUTH AFRICAN POLICE SERVICE

Conditions:

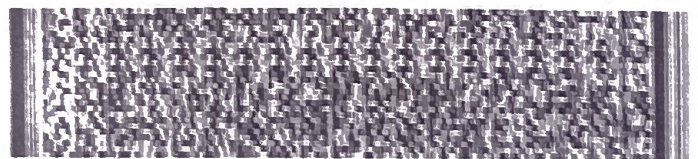
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If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 80 11 90

Date of Issue:
10 OCT 2020

RSA

113163136



EK SEPTA-107-104-56088-088 AFORUK TAPEN
DIE OORSPRONKELIKE DOKUMENT WAT AAN MI VIR WAARNEMING OORHANDIG
IS. EK SEPTA-107-104-56088-088 AFORUK TAPEN
WYSING OF VERWIDERING OP DIE OORSPRONKELIKE DOKUMENT AANGE
BRING IS NIE.

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May-Silo
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MAGSNUMMER
FORCE NUMBER

7176724-0

RANG
RANK

SGT

NAAM IN DRUKSKRIF
NAME IN PRINT

Nm. May-Silo



REPUBLIC OF SOUTH AFRICA

Replacement National Senior Certificate

Issued to

THANDI MASHIYA

Identity number 0107010456088

Exam number 9202150680046

Subject

Sesotho Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Geography
History

Achievement

%	level
69	5
55	4
31	2
62	5
37	2
45	3

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from July 2021

M. S. LAKOMETSI

Chief Executive Officer

240 5200 4400 N



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa
4 7 6 8 3 0 6

(See reverse for more information)



H11640266

TIRELO YA MAPODISI A AFRIKA BORWA
VISPOL COMMANDER

2026 -08- 17

ORIGIN V. S. S. S.

SHID AFRICA AANGSI F. S. S. S.
SOUTH AFRICAN POLICE S. S. S.

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N4

HUMAN RESOURCES MANAGEMENT

AWARDED TO

MASHIYA THANDI

IDENTITY NUMBER

0107010456088

WITH EFFECT FROM

2023-12-01

INSTRUCTIONAL OFFERINGS PASSED

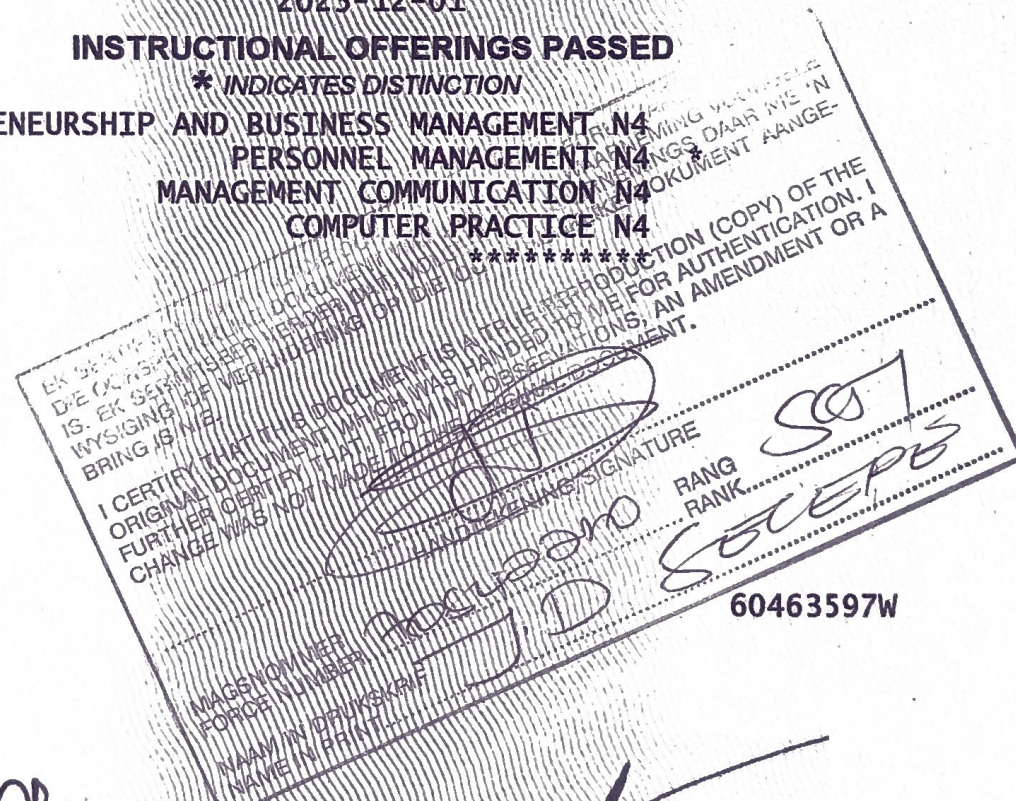
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ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4

PERSONNEL MANAGEMENT N4

MANAGEMENT COMMUNICATION N4

COMPUTER PRACTICE N4



Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



SERIAL NUMBER

H 11640266



H11640406

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N5

HUMAN RESOURCES MANAGEMENT

AWARDED TO
MASHIYA THANDI
IDENTITY NUMBER
0107010456088
WITH EFFECT FROM
2023-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

PERSONNEL MANAGEMENT N5
PERSONNEL TRAINING N5
LABOUR RELATIONS N5
COMPUTER PRACTICE N5

IK SERTIFIEER DAT DIE OORSPRONKELIKE KOPIE VAN DIE OORSPRONKELIKE WERKSTUK WAT AANGEGEEN WORD, 'N OORSPRONKELIKE WERKSTUK IS. IK SERTIFIEER VERDER DAT, VOOR AL 'N VERANDERING OF VERANDERING OP DIE OORSPRONKELIKE WERKSTUK AANGE-
BRING IS NIE.

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NAAM IN DRUKSKRIF
NAME IN PRINT
M. Mashiyah

HANDTEKENING/SIGNEATUUR

TIRELO YA MAPHODISI A AFRICA BORWA
VISPOL COMMANDER
2026-08-17
ORKNEY SAPS
SUID-AFRIKAANSE POLISIEDIENS
SOUTH AFRICAN POLICE SERVICE

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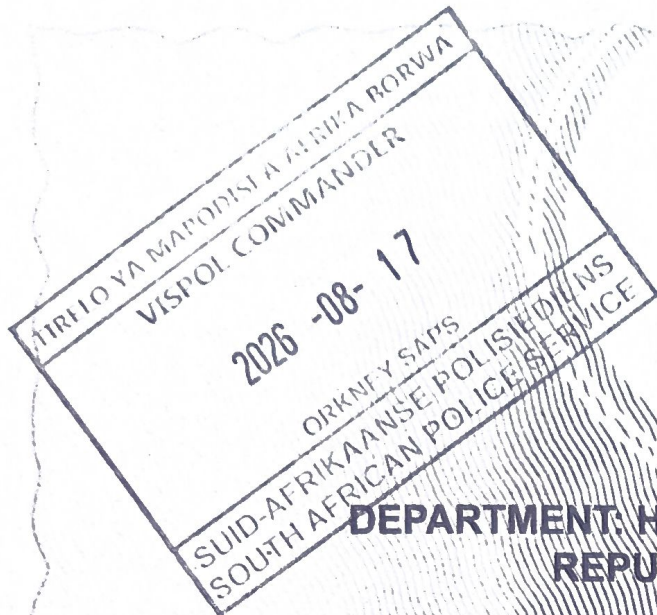
Examination Officer

Director-General

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SERIAL NUMBER
H 11640406



H12055456

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N6

HUMAN RESOURCES MANAGEMENT

AWARDED TO

MASHIYA THANDI

IDENTITY NUMBER

0107010456088

WITH EFFECT FROM

2024-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

PERSONNEL MANAGEMENT N6

PERSONNEL TRAINING N6

LABOUR RELATIONS N6

COMPUTER PRACTICE N6

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WYSIGING OF VERANDERING OP DIE
OORSPRONKELIKE DOKUMENT AANGE-
KOM, DIE OORSPRONKELIKE DOKUMENT
AANGEKOM.

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FORCE NUMBER

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NAME IN PRINT

RANG
RANK

62659038U

Examining Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



SERIAL NUMBER

H12055456



higher education

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Ekurhuleni West TVET College

12 FEBRUARY 2025

TO WHOM IT MAY CONCERN

This is to confirm that **MASHIYA THANDI ID No:0107010456088** completed her/his **N6 Human Resource Management Certificate** at Ekurhuleni West TVET College. In order for a candidate to be issued with a National N Diploma, he/she must:

1. Comply with the minimum requirements for the issuing of a certificate on each of the following levels, **N4, N5 and N6**. A minimum of two instructional offerings on the N6 level must be relevant to the candidate's vocation.
2. Produce documentary proof of at least eighteen (18) months or 2000 hours of applicable experience in commerce and industry that has as its main function the practical execution of the two instructional offerings.
3. Student needs to complete a Logbook

A Human Resource Management student should perform the following during the in-service training:

- Administration of all HR procedures
- Completing timesheets
- Filing pre-screening interviews
- Accepting and checking leave forms from all departments
- Capturing employee performance ratings
- Assisting with developing training programs
- Handling grievances at work
- Assisting in drafting contracts and agreements
- Drafting all internal/external adverts for all positions
- Invigilating candidates when they are writing assessments
- Compiling documents in MS documents
- Compiling spreadsheets in MS Excel
- Copying and filing of documentations
- Developing and coordinating administration of training and intervention programs
- Developing questionnaires to verify information obtained from training
- Schedules and coordinates all interviews ensuring all required attendees are invited
- Preparing interview panel members and observers packs for all interviews
- Making copies of interview questionnaire, sending and receiving emails

EKURHULENI WEST TVET COLLEGE
KATHORUS CAMPUS

2025 -02- 12

CNR POOLE AND THUTONG STREET
KATLEHONG
TEL. (010) 023 3762

This is recommended for placement in Human Resource Management position.

Yours faithfully

MS FT Manamela
HOD
BUSINESS STUDIES DEPARTMENT

Corporate Centre: Cnr Flag and Rose Innes Street, Tel: +27 (0)11 323-1600 Fax: +27 (0)11 323-1601 E-mail: info@ewc.edu.za

Alberton Campus:
25 Lake Arthur Street
P O Box 166575
Brackendowns 1454
Tel: +27 (0)11 900-1201/2
Fax: +27 (0)11 900-1712

Boksburg Campus:
49 North Street
Plantation Boksburg
Private Bag X08
Boksburg 1460
Tel: +27 (0)11 917-9984
Fax: +27 (0)11 917-8770

Germiston Campus:
Cnr. Driehoek & Sol Roads
Private Bag X1030
Germiston 1400
Tel: +27 (0)11 876 6900
Fax: +27 (0)11 873-1769

Kathorus Campus:
Cnr Poole & Thutong
Street, Katlehong.
P O Box 11662
Randhart 1457
Tel: +27 (0)11 905-3562/3531
Fax: +27 (0)11 905-3644

Hempton Campus:
Cnr. Partridge Avenue &
Pretoria Road
Private Bag X07
Kempton Park 1620
Tel: +27 (0)11 972-4247
Fax: +27 (0)11 391-1582

Tembisa Campus:
9 Esiqongweni Section
Tembisa
Private Bag X012
Kempton Park 1620
Tel: +27 (0)11 925-1005/6
Fax: +27 (0)11 925-1023



Ekurhuleni West TVET College

"Empowering Students"

Certificate of Confirmation

This is to confirm that
MASHIYA THANDI
ID NUMBER

0107010456088

Has complied with all the academic requirements to be awarded

Certificate of Achievement

№6

HUMAN RESOURCE MANAGEMENT

Date issued: 21 May 2025

Ms M Terblanche
Acting Campus Manager

*Mr FS Duarte
Acting Deputy Principal
Registrar*

**DHET will issue a formal Certificate*

"Empowering students"

Composes: Alberton • Boksburg • Germiston • Kathorus • Kempton • Tembisa