

NONHLANHLA PORTIA NTANZI

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OBJECTIVE

I recently completed my N6 qualification in Human Resource Management at South-West Gauteng College. I have completed Personnel Management, Labour Relations, Computer Practice, and Personnel Training. I am seeking an 18-month in-service training opportunity to gain experience and develop the skills required to obtain my National N Diploma.

EDUCATION

South-West Gauteng College – Human Resource Management (N4–N6) | 2022–2024

Hoërskool Voortrekker – Grade 12 (Matric) | 2011

SKILLS

- Strong administrative and organizational skills.
- Excellent written and verbal communication skills.
- Ability to communicate effectively with employees and be approachable.
- Ability to follow instructions and work within set guidelines.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and collaboratively within a team.

REFERENCES

Mr M.P Van Heerden – Principal, Hoërskool Voortrekker

Email: voortrekker@telkomsa.net | Phone: 011 917 3586

Dr VJ Maseko – Acting Campus Manager, South-West Gauteng College

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