

CONTACT

Omphile Tsolo

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OBJECTIVE

To obtain an entry-level Human Resources Management position at a respected organization and utilize the educational qualifications I've obtained at Ekurhuleni East Tvet College, Benoni Campus.

EXPERIENCE

- Entry level

EDUCATION

- 2023 • **Ekurhuleni East Tvet College**
Human Resources Management with two distinctions in Labor Relations and Computer Practice N4-N6
- 2019 • **FineTown Secondary**
Matric

SKILLS

- HR Administration
- Recruitment Support
- HR Policies and Procedures
- Onboarding and Induction
- Training Coordination

COMMUNICATION AND INTERPERSONAL SKILLS

- Professional Communication (Verbal and Written)
- Customer Service Orientated
- Conflict Handling
- Confidentiality and Integrity
- Adaptability

REFERENCE

- **Mrs Nyembe - Ekurhuleni East Tvet College**
Lecturer
+27 73 885 9680
- **Mr Makhalemela - Ekurhuleni East Tvet College**
Lecturer
+27 61 970 2010



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

DINEO OMPHILE TSOLO

Identity number 0203090450081

Exam number 8194003940157

Subject	%	Achievement level
Sesotho Home Language	67	5
English First Additional Language	65	5
Mathematics	43	3
Life Orientation	76	6
Geography	46	3
History		5
Life Sciences		2
		*

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MAGSNOMMER
FORCE NUMBER
HANDTEKENING/SIGNATURE

NAAM IN DRUKSKRIEF
NAME IN PRINT

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or 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 2020

M. S. LAKOMETS

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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Council for Quality Assurance in
General and Further Education and Training
South Africa

2147741

(See reverse for more information)



DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N4

HUMAN RESOURCES MANAGEMENT

AWARDED TO

TSOLO DINEO OMPHILE

IDENTITY NUMBER

0203090450081

WITH EFFECT FROM

2023-07-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4

PERSONNEL MANAGEMENT N4

MANAGEMENT COMMUNICATION N4

COMPUTER PRACTICE N4 *

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4
PERSONNEL MANAGEMENT N4
MANAGEMENT COMMUNICATION N4
COMPUTER PRACTICE N4 *

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FORCE NUMBER
NAME IN DRUKSKRIF
NAME IN PRINT

HANDTEKENING/SIGNATURE

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RANK

64131500L

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

H12064526



H12064528

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N5

HUMAN RESOURCES MANAGEMENT

AWARDED TO

TSOLO DINEO OMPHILE

IDENTITY NUMBER

0203090450081

WITH EFFECT FROM

2022-07-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

PERSONNEL MANAGEMENT N5

PERSONNEL TRAINING N5

LABOUR RELATIONS N5 *

COMPUTER PRACTICE N5

**IN CERTIFICATEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIJF) IS VAN
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DIE OORSPRONKELIKE DOKUMENT AANGE-
WESING OF VERVOLGING OP DIE OORSPRONKELIKE DOKUMENT AANGE-
WESING IS NIE.**

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THE ORIGINAL DOCUMENT.**

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MAGSN. NUMMER
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FORCE NUMBER
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RANK
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64131501G

Examination Officer

Director-General

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SERIAL NUMBER

H12064528



DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N6

HUMAN RESOURCES MANAGEMENT

AWARDED TO

TSOLO DINEO OMPHILE

IDENTITY NUMBER

0203090450081

WITH EFFECT FROM

2023-07-01

INSTRUCTIONAL OFFERINGS PASSED

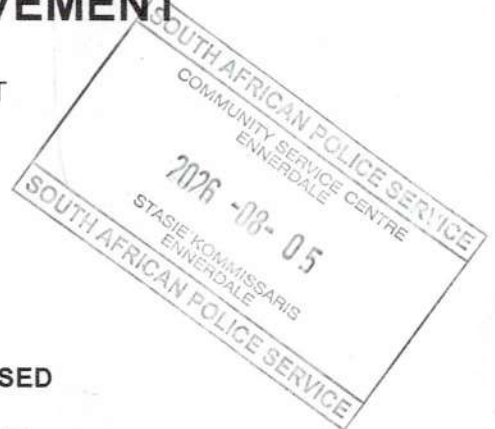
* INDICATES DISTINCTION

PERSONNEL MANAGEMENT N6

PERSONNEL TRAINING N6

LABOUR RELATIONS N6

COMPUTER PRACTICE N6



64131503M

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Director-General

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SERIAL NUMBER

H12064531



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



EKURHULENI EAST TVET COLLEGE

"Committed to Excellence"

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E-mail: info@eec.edu.za
Private Bag X004
BENONI
1500

EEC-Admin-Letter

Enquiries: Mr S Zwane
Email : sandile@eec.edu.za
Phone : (011) 730 6600 Ext 3212
Date : 23 July 2026

To Whom It May Concern

Re: Work Based Experience

This is to confirm that Ms DO Tsolo ID No: 0203090450081 Student No: 552103236 was enrolled for the Human Resource Management Course at Ekurhuleni East TVET College Benoni Campus.

She has written and passed the National Examinations for the following subjects:

Entrepreneurship and Business Management N4
Management Communication N4
Computer Practice N4, N5, N6
Personnel Management N4, N5, N6
Labour Relation N5, N6
Personnel Training N4, N5, N6

In order for candidates to apply for the National Diploma, they are required to obtain 18 months of work/practical experience in the relevant field that they have studied. Please assist the candidate with employment.

Should you have any queries, please do not hesitate to contact me.

Yours in Education and Training

Ms VL Matjila
Campus Manager
VLM/nn



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