

FEZEKA SAMUKELISIWE NDLAMLENZE

2559 Skota Street
Orlando East
Soweto
1804

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PROFESSIONAL SUMMARY

Detail-oriented Human Resource Intern with practical experience in HR Administration, Compensation & Benefits, Training & Development, and Employee Relations within a public healthcare environment. Strong knowledge of HR systems including PERSAL and PMDS, with excellent administrative, communication, and record-keeping skills. Seeking an entry-level HR or Administrative position to support organisational operations and employee development.

CORE COMPETENCIES

- Human Resource Administration
 - Compensation & Benefits Support
 - Employee Relations Assistance
 - Performance Management (PMDS)
 - Training & Development Support
 - Minute Taking & Record Keeping
 - Personnel File Management
 - Computer Literacy (MS Word, Excel, Email)
 - Communication & Teamwork
 - Attention to Detail & Accuracy
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WORK EXPERIENCE

Human Resource Intern

Helen Joseph Hospital – Johannesburg

May 2024 – June 2025

Compensation & Benefits

- Assisted with administration of employee benefits including medical aid, housing allowances, and overtime claims
- Processed employee information and transactions on PERSAL
- Verified documentation and ensured compliance with labour and wage regulations
- Responded to employee enquiries regarding compensation and benefits

Training & Development / PMDS

- Supported implementation of the Performance Management and Development System (PMDS)
- Assisted supervisors and employees with completion of PMDS documentation
- Captured performance assessments and maintained PMDS databases
- Supported onboarding of interns and explained codes of conduct and workplace policies

Employee Relations

- Attended disciplinary, grievance, and performance meetings
- Accurately recorded attendance registers and detailed meeting minutes
- Captured decisions and action items, ensuring follow-up and record accuracy
- Ensured secure storage and controlled access to employee relations records

HR Administration

- Maintained physical and electronic personnel files
- Managed HR correspondence, document routing, and filing
- Answered telephones, directed calls, and handled walk-in employee enquiries
- Provided general administrative support to the HR department

Exam Assistant

South West Gauteng Tvet College

Oct 2022 – Dec 2022 | Oct 2023 – Dec 2023 | Feb 2024 – Mar 2024 | Nov 2025- Dec 2025

- Assisted with handling, distribution, and control of examination materials
 - Verified accuracy of marks transferred to mark sheets
 - Batched and organised scripts according to control lists
 - Assisted chief markers and examination officers with administrative tasks
 - Ensured quality control and confidentiality during marking processes
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EDUCATION

N6 – Human Resource Management

South West Gauteng TVET College | 2022

Modules: Personnel Management, Personnel Training, Labour Relations, Computer Practice

N5 – Human Resource Management

South West Gauteng TVET College | 2021

Modules: Personnel Management, Personnel Training, Labour Relations, Computer Practice

N4 – Human Resource Management

South West Gauteng TVET College | 2021

Modules: Management Communication, Entrepreneurship & Business Management, Computer Practice, Personnel Management

National Senior Certificate (Matric)

Tshepo Ya Rona Secondary School | 2019

Subjects: English, Mathematical Literacy, Life Orientation, History, Geography, IsiZulu, Tourism

SKILLS

- Analytical & Planning Skills
 - Problem Solving
 - Writing & Reporting
 - Active Listening
 - Professional Judgement
 - Creativity
 - Teamwork
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LANGUAGES

- IsiZulu – Fluent
- English – Fluent

- Sesotho – Basic
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REFERENCES

Training Co-Ordinator - Helen Joseph Hospital

Q Mokoatle
0114890557

Labour Relation Officer - Helen Joseph Hospital

S Lepali
0794942102/0884

Human Resource Officer - Helen Joseph Hospital

IM Matome
0760405142/08469178 12

EXAM OFFICER - South West Gauteng College

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0794260097
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Senior Administration Clerk - South West Gauteng College

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