

ZANELE MKIZE

21172 uMhlathuzana Road, Marianhill, Pinetown 3610

Phone: 078 965 1560 | Email: Zanelemkize3@gmail.com

PROFILE SUMMARY

Motivated HR graduate with strong communication and administrative skills. Eager to contribute in a supportive role where I can grow and learn from professionals in the field.

PERSONAL DETAILS

Date of Birth: 12 January 2000

Gender: Female

Nationality: South African

Race: African

Home Language: Zulu

Other Languages: English

Driver Licence: In Progress

Disability Status: None

EDUCATION

N6 Human Resource Management

Mnambithi TVET College | 2024

Subjects: Personnel Management, Personnel Training, Labour Relations

National Senior Certificate (Matric)

Limehill High School | 2017

SKILLS

- **Computer Literacy (MS Office)**
- **Good Communication (Verbal & Written)**
- **Attention to Detail**

- **Teamwork & Collaboration**
- **Problem Solving**
- **Willingness to Learn**
- **Multi-tasking Ability**

REFERENCES

Mr. Mduduzi Mdlalose | Personnel Training Lecturer

Phone: 071 191 1090 / 036 637 4790

Ms. Thembelihle Sithole | Church Youth Leader

Phone: 073 319 0824

Mr. Sihle Mdakane | Mentor

Phone: 074 937 4129