

ZIKHONA SIBONDA

Zikhonasibonda@gmail.com | 074 238 9544 / 083 739 4448 | Boksburg | Willing to Relocate | Code 10 Driver's License

PROFESSIONAL SUMMARY

Results-driven and detail-oriented Human Resources Administrator with practical experience in recruitment administration, employee records management, onboarding support, training coordination and general HR administration. Proven ability to manage high-volume administrative processes while maintaining confidentiality, accuracy and compliance with organisational procedures. Skilled in HR documentation, employee communication, performance management support, records management, filing, reporting and workplace coordination.

CORE COMPETENCIES

Human Resources Administration	Recruitment & Selection Administration	Interview Coordination & Scheduling
Employee Records Management	Onboarding & Induction Support	HR Documentation & Correspondence
Performance Management Administration	Training Coordination & WSP Support	Employee Enquiries & HR Support
General Office Administration	Filing & Document Control	Data Capturing & Record Keeping
Report Preparation	Microsoft Office Suite	Calendar & Meeting Coordination
Scheduling & Diary Support	Time Management & Multitasking	Confidentiality & Professionalism
Stakeholder Communication	Problem Solving & Attention to Detail	Team Collaboration & Adaptability

EDUCATION

- National N Diploma: Human Resources Management (NQF 6) — Ekurhuleni West College | 2025
- National Certificate: Contact Centre Support — TC Consulting | 2025
- N4 Public Management — Ikhala TVET College | 2021
- Grade 12 (Matric) — Villa Liza Secondary School | 2014

PROFESSIONAL EXPERIENCE

HR Administrator (Intern) — City of Ekurhuleni | 18 Months

- Assisted with recruitment and selection administration, including interview scheduling and preparation of recruitment documentation.
- Coordinated onboarding and induction administration for new employees.
- Maintained and updated employee records, filing systems and HR databases.
- Assisted with Workplace Skills Plans (WSP) coordination and training administration.
- Compiled HR reports, training reports and compliance documentation.
- Conducted skills audit support and training needs analysis administration.
- Assisted in drafting employment contracts and HR correspondence.
- Responded to employee enquiries and provided HR administrative support.
- Supported performance management administration and documentation processes.
- Performed data capturing, document filing and routine administrative record maintenance.
- Assisted with scheduling, coordination of meetings and follow-up on administrative requirements.
- Ensured accurate record keeping and compliance with HR procedures.

Key Achievement: Improved document management and filing efficiency for over 50 employees.

HR Administrator — Maid4U | 3 Years

- Supported day-to-day HR and administrative coordination, including employee-related documentation and records.
- Maintained accurate employee records, documentation and reporting systems.
- Assisted with employee scheduling, onboarding coordination and workflow support.
- Supported the timely updating and maintenance of internal administrative systems.
- Performed general office administration, including filing, data capturing and document organisation.
- Prepared and maintained administrative records and routine reports.
- Supported the coordination of meetings, schedules and internal communication.
- Followed up on outstanding administrative tasks and ensured information was updated accurately.
- Coordinated communication between internal teams to support smooth employee and operational processes.
- Provided general administrative support to ensure HR-related information and documentation were organised and accessible.

Assistant Teacher — Boniswa Primary School | 1 Year 3 Months

- Assisted with administrative coordination and classroom support.
- Maintained records and organised documentation.
- Supported communication and daily operational activities.
- Assisted with filing, record keeping and routine administrative tasks.

- Supported the preparation and organisation of documents and information.

KEY ACHIEVEMENTS

- Coordinated HR training administration for 50+ employees.
- Improved HR filing and document retrieval efficiency by approximately 30%.
- Maintained accurate employee records and onboarding documentation with high attention to detail.
- Successfully supported multiple HR administrative processes simultaneously within deadline-driven environments.

PERSONAL DETAILS

Date of Birth: 14 February 1997 | Nationality: South African | Home Language: IsiXhosa

REFERENCES

Koketso Rakgokong — Manager, City of Ekurhuleni | 084 636 1677

Simon Nkosi — Supervisor, City of Ekurhuleni | 082 391 2473

Bridget Mtileni — Manager, Maid4U | 067 262 1472