

TSHEPANG KWAPENG

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SUMMARY

Dedicated HR professional with experience in recruitment support, onboarding, and HR administration. Proven ability to manage candidate pipelines, conduct reference checks, and maintain HR documentation. Possesses a strong understanding of municipal and labour acts, including BCEA, LRA, and SDA. Eager to leverage administrative acumen and HR knowledge to contribute effectively to a dynamic team.

WORK EXPERIENCE

HR Intern, City of Johannesburg, Braamfontein

09/2023 – 02/2025

- Screened candidates, advanced qualified individuals to the shortlist, and conducted thorough reference checks for recommended candidates.
- Managed payroll data, filtering it according to staff complement, and submitted it for departmental approval.
- Received and processed employee leave requests, loco allowances, and clearance documentation, coordinating with stakeholders for timely processing.
- Administered benefits and allowances, including clearance processes, retirement fund administration, UIF, pension fund, and managed acting allowance claims and adjustments.
- Processed bond increases and adjustments, administered medical aid schemes, and oversaw pension fund administration.
- Coordinated acting allowance claims by verifying acting letters, attendance registers, and leave taken, obtaining necessary signatures, and submitting for capturing.
- Verified employee payslips, leave balances, and contributions to medical aid, UIF, and Pension funds on the SAP system.
- Ensured accurate system capture of new hires and verified termination records on SAP, handling sensitive employee personal information with discretion.

Administrator, SandM IT Training,

10/2021 – 12/2021

- Performed comprehensive data capturing tasks.
- Executed diverse administrative duties to ensure smooth operations.
- Orchestrated the organisation of routine meetings.
- Delivered effective and detailed reports to senior management.

Sales Agent, Market SA,

06/2019 – 06/2020

- Managed the transition from outbound to inbound customer service operations.
- Provided dedicated consumer services.
- Executed promotional activities to drive sales.
- Resolved customer queries efficiently.

EDUCATION

Diploma in Human Resources, South West Gauteng College , Dobsonville

01/2023 – 11/2025

SKILLS

- MS excel office
 - Basic HR knowledge
 - Strong interpersonal skills
 - office package
 - Municipal Staff Regulations
 - Analytical thinking
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REFERENCES

Paul Sibuyi

Assistant Director, City of Johannesburg

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Mpho Mollo

Line Manager, SandM IT Training

078 676 6866

Malcolm Gala

Project Manager, Market SA

084 573 3264