

BALUNGILE BUBU

HR Graduate | SABPP Student Member

Cell: 0836096128 |

Vbubu283@gmail.com | Moroka, Soweto

Languages: Xhosa, English, Zulu

PROFESSIONAL SUMMARY

Motivated People Management Diploma graduand at the University of Johannesburg expected to graduate in September 2026. SABPP student member with 1-month WIL experience in HR administration, recruitment support, and employee wellness. Detail-orientated, organized, and passionate about supporting HR teams. Seeking HR internship to apply my knowledge of HR processes and grow within a professional environment.

EDUCATION

Diploma in People Management NQF Level 6

University of Johannesburg | 2022- July 2026

Relevant Modules: Labour Relations, Human Resource Management, Employee Wellness, Training and Development

National Senior Certificate

Sehushe Commercial School | 2021

CERTIFICATES

African Insights Certificate

University of Johannesburg | Online | 2023

- Completed UJ's compulsory online programme focused on African-centred knowledge, diversity and critical thinking
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PRACTICAL EXPERIENCE

Work Integrated Learning (WIL) – HR Practicals

Ola's Market Pick n Pay | September 2025 – October 2025 (1 Month)

- Supported recruitment by screening 30+ CVs and scheduling interviews
 - Assisted with employee wellness data capturing for 20+ employees
 - Maintained HR records including leave forms and attendance registers and filing.
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SKILLS

Technical: MS Word, MS Excel, MS PowerPoint, Data Capturing, HR admin

HR Knowledge: Recruitment support, Labour Relations, Employee Wellness; Onboarding.

Personal: Communication, Confidentiality, Attention to detail, Teamwork, Honesty and Accountability

PROFESSIONAL MEMBERSHIP

SABPP Student Member | Reg No: 83001126

REFERENCES

Mrs. Lindiwe Teleka – HR Manager – Ola's Market Pick n Pay

0769568479

Mr. Pogiso Lehloo – HR Manager

0784837501