



NOKWAZI PERFECT NTETHA
482 RANGLES ROAD, SYDENHAM DURBAN 4091
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PROFESSIONAL SUMMARY

- A dedicated and motivated Human Resources professional with one year of Inservice Training experience in Human Resource Management. Proven ability to leverage skills in administrative coordination, stakeholder communication, and problem-solving to support HR operations. Experienced in recruitment, employee administration, and HR systems within a hospital environment.

PROFESSIONAL EXPERIENCE

- Lenmed Shifa Private Hospital
Human Resources Management Intern
January 2025 - December 2025
- Recruitment & Onboarding :
Managed end-to-end recruitment support including posting job advertisements, screening candidates, scheduling interviews, and conducting reference checks. Prepared onboarding materials, ordered uniforms, and guided new hires through documentation.
- HR Systems Administration:
Captured training registers and disciplinary warnings on Sage 300. Maintained and updated employee personnel files and handled payroll queries.
- Payroll & Documentation:
Prepared and submitted accurate payroll input to the manager. Issued employment confirmation letters, salary schedules, and UI19 documents.
- Employee Relations:
Acted as an HR representative during interviews. Handled and resolved various employee queries and supported HR initiatives.
- Offboarding:
Scheduled and conducted exit interviews. Prepared termination documentation for resignations, dismissals, and retirements to ensure process compliance.

EDUCATION

- MAJUBA TVET COLLEGE (Center of People Development)
N4, N5 & N6 Certificates Human Resources Management (Completed 2023)
- SINQOBILE HIGH SCHOOL
Grade 12/Matric Certificate (Completed 2020)

CORE COMPETENCIES

- HR Operations : Recruitment Support, Onboarding and Orientation, Employee Relations, Performance management Support
- Administration : Personnel File Management, Payroll Input and Queries, Ui19 issuance, Meeting Coordination
- Compliance : Termination Documentation, Exit Interviews, Reference Checks and Regulatory Process Compliance
- Technical Skills : Sage 300, Microsoft Office (Word, PowerPoint, Excel)
- Interpersonal : Conflict Resolution, Professional Communication, Team Work and Active Listening

Person Details

- Gender : Female
I'd Number : 0208010186087
Nationality : African

REFERENCES

- Aveshnie Gounden HR Manager, Lenmed Shifa Private Hospital

Phone: 031 240 5121 | Email: Aveshnie.Gounden@lenmed.co.za

Siyanda Ntewa HR Assistant, Lenmed Shifa Private Hospital

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