



Sngobile Nontobeko

Lihlithemba

Unemployed



Contact

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Address:
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Languages

English (Expert)
zulu (Expert)



Interests

Reading
travelling
Continuous Learning
Writing
Entrepreneurship



Social Links

Facebook
<https://www.facebook.com/snakhoko nk>

Instagram
<https://www.instagram.com/sngobile>



Objective

Ambitious and dedicated entry-level professional pursuing opportunities to gain hands-on experience. Eager to contribute, learn, and thrive in a collaborative work environment



Work Experience

HR Assistant

Nov 2025 - Apr 2026

Front-row Medics

- Interpersonal skills
- Provided essential administrative support to the HR department across recruitment and employee lifecycle
- Maintained confidential employee records in digital and physical filing systems
- Updated HR databases and assisted with payroll processing by verifying hours, leave, and deductions
- Managed interview scheduling and coordinated with candidates and hiring managers
- Acted as first point of contact for staff HR queries with professionalism and discretion

Reading Champion

Mar 2023 - Sep 2023

KwaGasa Primary School

- Assisted children who can't read
- worked with students one-on-one and in groups to develop literacy skills
- Working to implement Accelerated Reader and provide reading intervention
- Maintained the library booking system and promoted a culture of reading

Administrative Assistant

Jan 2025 - Jul 2025

Zama Alternative & Modular Buildings

- Answered phones, responded to emails, and greeted visitors professionally
- Managed and updated calendars, scheduled meetings, and made travel arrangements
- Handled incoming/outgoing mail and faxes; prepared and distributed correspondence, memos, and reports
- Took meeting minutes and followed up on action items

Education

Vukuzakhe high school **Matric**
Jan 2015 - Nov 2019

HillCross College of Higher Education **Human resources management**
Feb 2024 - Present

university of South Africa **Higher certificate in law**
Apr 2024 - Present

Reference

Gugu Dlamini **Front-row Medics**
HR T: 031-329-1108

Neliswa Zama **Zama Alternative & Modular Building**
HR Manager T: 0658406091

Skills

Communication (Intermediate)	Problem-Solving (Intermediate)	Critical Thinking (Expert)
Decision-Making (Intermediate)		