

BOINGOTLO BOTSEBA ENNIE TLHONG

 boingotlotlhong19@gmail.com
 0764468432/0826682196
 1 spiderhead road, South Hills Johannesburg South 2197

SKILLS

Strong communication and interpersonal skills

Professional and presentable

Team player with adaptability

Time management

Conflict handling

Attention to detail

Willing to learn and grow

PERSONAL DETAILS

Date of Birth : 19/04/2003

Nationality : South African

Gender : Female

Availability : Immediately and willing to relocate

Driver's License : Code 10 Learner's License

Languages : Setswana and English

PROFESSIONAL SUMMARY

Dedicated N6 Human Resources Management graduate from ROSTEC Technical FET College with solid knowledge of Personnel Management, Labour Relations, Office Practice, and BCEA/LRA principles. Skilled in personnel file management, recruitment support, attendance registers, and handling confidential information. Computer literate (MS Word, Excel, PowerPoint), good communicator in English and Setswana, and eager to grow in HR. Seeking 18-month in-service training to complete National Diploma in HR Management.

EXPERIENCE

HRM Student-In service training candidate 2021 - 2025
ROSTEC TECHNICAL FET COLLEGE
Completed N6 HRM theory including HR administration, labour law, Personnel management and data capturing.

EDUCATION

HUMAN RESOURCE MANAGEMENT
ROSTEC TECHNICAL FET COLLEGE 'Rustenburg ' 2025
N6

HUMAN RESOURCE MANAGEMENT
ORBIT TVET COLLEGE 'MANKWE' 2023
N4-N5

National senior certificate
IKOPANYENG SECONDARY SCHOOL 2020
Grade 12

CORE MODULES COMPLETED

- Personnel Management
- Labour Relations
- Personnel Training
- Entrepreneurship and Business Management
- Computer Practice
- Management Communication

CORE HR COMPETENCIES

- Human Resource Administration
- Recruitment and Selection Support
- Labour Relations
- Personnel Management
- Training and Development Support
- Employee Relations
- Office and Records Management
- HR Compliance and Documentation



REFERENCE

MR DAN - ROSTEC TECHNICAL FET COLLEGE 'Rustenburg '

Lecturer

rustenburg@rostec.edu.za

0835670453/ 0145942243

MR C. MATHEBULA - ORBIT TVET COLLEGE 'MANKWE'

Lecturer

0767781193

MS B. MOATLHODI - IKOPANYENG SECONDARY SCHOOL

Teacher

0731011839