

MAKAMU PRINCE NTIYISO

CURRICULUM VITAE

PERSONAL INFORMATION

- 063 005 7626 | 073 266 0431
- South Africa
- princemakamu71@gmail.com
- Driver's Licence: Code 10 (C1) + PDP

PROFILE

Goal-driven and motivated professional with experience in administration, human resources, and security services. Adept at working both independently and in teams, managing multiple tasks under pressure, and maintaining high levels of accuracy and professionalism. Skilled in communication, data management, and employee relations, with a strong commitment to continuous learning and operational excellence.

EDUCATION

South West Gauteng College
Human Resources Management (N4-N6)
Completed: 2019

Shingwedzi High School
National Senior Certificate (Grade 12)
Completed: 2015

SASSETA
National Certificate: General Security Practice
Completed: 2020

Languages

- Xitsonga (Home Language)
- English (Fluent)
- IsiZulu (Conversational)

SKILLS

- Problem Solving & Critical Thinking
- Time Management
- Teamwork & Collaboration
- Fast Learner
- Reliable & Hardworking
- Leadership
- Public Speaking
- Innovation in Client & Business Responses
- Discipline Enforcement
- Networking
- Achievement Orientation
- Data Capturing & Administration
- Customer Service
- Communication Skills
- Basic Payroll & HR Systems

EXPERIENCE

Thaba Jabula Secondary School

Administration

March 2023 – February 2024

- Managed incoming and outgoing phone calls and emails professionally.
- Welcomed and assisted visitors at reception, ensuring a positive first impression.
- Performed filing, photocopying, printing, and faxing tasks efficiently.
- Typed official documents and assisted with inventory management.
- Captured and maintained accurate data records.
- Provided general office support and handled administrative duties as required.

Vimtsire Security and Protection Services

Security Officer

2018 – 2020

- Controlled access for vehicles and personnel entering premises.
- Conducted health and safety checks on individuals at the mine entrance.
- Patrolled residential and business areas to ensure security compliance.
- Maintained written reports and updated security records on systems.
- Handled complaints professionally and resolved security issues.
- Performed additional duties as assigned by supervisors.

REFERENCES

Gontse Segole

HR Manager / Mentor, City of Johannesburg
Email: GontseSe@jouburg.org.za | Phone: 011 582 1559

Mr. Banda

Deputy Principal, Thaba Jabula Secondary School
Email: thabajabula@gmail.com | Phone: 011 933 1056

Vimtsire Protection Services

Phone: 084 762 4030

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Makamu Prince Mnyiso

City of Johannesburg

HR Intern

18 Months

- Updated HR information system with employee skills and requirements.
- Processed payroll-related documentation including sick leave, banking changes, transfers, and deductions.
- Maintained leave forms and tracked absenteeism records.
- Assisted in payroll maintenance and employee file management.
- Distributed official communications such as emails, circulars, and memos.
- Supported recruitment processes including new employee onboarding and contract management.