MLAHLWA SIHLE

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Objective

Respected and personal experience in conflict resolution, time management to deliver team and team collaboration eager to deliver strong management and observation skills to create a secure and inviting environment to staff, client and at prosegur

Experience

- **INANDA ICHC** 2023 - 2024
  Human resources intern
  Experience
  _ Handled HR queries (leave credits, salary enquiries) and referred staff to relevant officers.
  - Assisted recruitment: Z83 forms, shortlisting, inviting candidates, venue prep, and minute-taking.
  - Managed staff records & leave (vacation, sick, family responsibility, special leave); maintained registers.
  - Processed claims (overtime, Sundays & public holidays).
  - Coordinated meetings (EPMDS, Employment Equity, IMLC, grievance): agendas, venues, minutes.
  - Supported EPMDS implementation and grade progression.
  - General admin: phone/email, filing, photocopying, document distribution

Education

- **Elangeni TVET College** 2024
  Human resources management
  Diploma
- **Dumsi senior secondary School** 2015
  Matric
  Grade 12

Skills

- Creative
- Analytical
- Organized
- Compassiinate
- Courageous
- Purpose-driven
- Attentive

Reference

- **Nkululeko Nzimande - INANDA ICHC**

HRD- manager
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- RS Phakathi - INANDA ICHC
  HR Supervisor
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