

TUMELO TSIE

HR Professional



 tumelotsie@gmail.com

 081 7955 224

 <https://www.linkedin.com/in/tumelo-tsie-a22832235>

Education

Bsc Industrial Psychology Degree
University of the Free State
2015-2019

Majors passed

- Human Resource Management
- Labour Relations Management
- Applied Research for Human Resource Management and Organisational
- Performance Management
- Training Management
- Organisational Psychology
- Computer Literacy

Languages

Setswana
Sesotho
English

Work Experience

Human Capital Associate

PwC / 1 Feb 2023 - 21 Oct 2025

- Supporting onboarding initiatives, including onboarding projects and ensuring seamless integration of new hires into organisational processes.
- MIE hosting and full background checks.
- Assist with internal HR related matters.
- Participate in developing organizational guidelines and procedures.
- Assist issuing employment contracts.
- Assist HR related staff queries.
- Manage the organization's employee database and prepare reports.
- Produce and submit reports on all requested HR stats.
- Report and present HR Data.
- Organising and Participating in HR Graduate Projects such as Career Fairs, University Preparation Programs for Students.
- Assisting in Health and Wellness activities in the local office.

Certificates

MIE Certificate and License

Skillsoft - Digital Transformation Insights: HR & Talent Development Functions

Skillsoft - Digital Transformation Insights: Financial Services

Skillsoft - Data and Analytics Technologies at Work

Skillsoft - Analytics by Function

Linkedin - People Success: Employee Assessments

Linkedin - Change Management Foundations

Linkedin - Organizational Culture

Linkedin - Organization Design

Human Capital Intern

Sanlam / 2022 - 2023

- Supporting the development and implementation of HR initiatives and systems.
- Supporting Line Manager on HR policies and procedures.
- Recruitment by preparing job specs, job adverts, shortlisting, interviews, vacancy trackers and supporting the hiring process.
- Assisting in Performance Management processes and Performance Management tracking
- Supporting Line Manager on disciplinary and grievance issues.
- Supporting Line Manager by maintaining employee records according to policy and legal requirements.
- Reviewing employment and working conditions to ensure legal compliance.
- Working with Psychometrists to discuss feedback on the suitable candidate.
- HR Consultations support.

Skills

MS Excel

MS Word

MS PowerPoint

MS Outlook

MS Teams

DocuSign

Oracle

OneDrive

Workday

SAP Recruitment System

myWorkSpace

Stand-in Human Capital Business Partner

Sanlam | 1 June 2022 - 31 July 2022

During this period I had to stand in as an HCBP for my region (Free State and Northern Cape).

My manager had resigned and was working in another company and I had to stand-in for a settled transition for the new manager / RHCBP (Regional Human Capital Business Partner).

During this period; I attended Sanlam management conferences , met and consulted with Sales Managers and Branch Managers across the Free State and Northern Cape region.

Also attended management discussion forums were I had to engage with Sales Managers and Branch Managers regarding HR procedures.

CTL Research Volunteer

University of the Free State | 2019

Participated in this research project, our duties were to form groups and discuss our learning experiences at the University of the Free State and brainstorm ways on how the learning experience can be better for the upcoming students.

Adelaide Katza

Human Capital Business Partner

Sanlam

T: +27 11 778 8016

M: +27 78 048 8905

E:adelaide.katza@sanlamsky.co.za

Dr. S. Loots

Research Head | UFS Centre for

Teaching and Learning

T: 051 4013 776

Computer Tutor

University of the Free State / 2015

Mr. E. Dednam
Senior Lecturer / UFS
Department of Computer
Science
E: DednamEH@ufs.ac.za

By being a computer tutor, I had to schedule my time in order to attend sessions of three hours each in which I would assist my lecturer and tutor students in using Advanced Microsoft Office programs.

Mr. Henry
Founder / Wonder Toys
T: 051 4305 155
M: 072 4755 867
E: wondertoys@yeah.net

After the sessions I have to mark the students work which I had to put in another three hours.

Store Assistant Manager

Wonder Toys / 2013 - 2014

I started assisting my manager by doing admin work ,stocktaking, bookkeeping and also providing in-depth details of products in a much simpler and convenient way for customers to understand and to choose the best product for their needs and wants.
