

# Rorisang Masilo

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Consultant / HR Administrator | Aspiring Tech Professional

Rustenburg, North West, South Africa | +27 81 764 7861 | rbmasilo@gmail.com

LinkedIn: <https://www.linkedin.com/in/rorisang-masilo/>

## Professional Summary

Results-driven HR and business admin professional with a BCom in HR and a PGDip in Business Administration. Proven experience in tech recruitment, programme administration, and employee relations. Passionate about people, systems, and future-forward business operations. Currently upskilling in software development with a goal to pivot into tech-driven roles in HR, data or product. Open to remote and hybrid opportunities globally.

## Skills

Professional Skills: Communication, Collaboration, Problem-Solving, Resilience, Client Relationship Management

Administrative Skills: Documentation, Programme Coordination, Interview Scheduling, Record-Keeping

Tools & Technologies: Microsoft Office (Excel, Outlook, PowerPoint, Teams, SharePoint), Zoom, CRM systems

Currently Learning: Front-End Development (HTML, CSS, JavaScript), Back-End Development (Python)

## Professional Experience

### Recruitment Support Assistant (Part-time Contract)

Lesedi Personalised Financial Services | Remote | Jul 2024 – Current

- Transferred candidate resumes to the BMW template for recruitment processes.
- Contacted potential candidates to retrieve documentation via email and calls.

### Talent Acquisition Administrator

Lesedi Personalised Financial Services | Pretoria | Mar 2023 – Jul 2023

- Managed candidate documentation, interview scheduling, and system records.
- Coordinated interviews between candidates and BMW IT Hub.
- Created candidate directories and maintained digital filing for BMW IT Hub recruitment.

### Programme Administration Intern (Integrated Work Learning contract)

Gordon Institute of Business Science | Illovo | Sep 2021 – Aug 2022

- Supported programme managers and coordinated six education programmes.
- Virtually hosted 3+ live Zoom/Teams sessions weekly.
- Prepared student results for presentation to academic committees.

### Financial Planner

Momentum Financial Planning | Sandton | Sep 2021 – Aug 2022

- Delivered financial planning services to 10+ clients in first three months.

- Conducted financial needs analyses and managed lead generation.

### **HR Intern (Employee Relations)**

Nestlé South Africa | Sandton | Oct 2020 – Dec 2020

- Supported union negotiations and conducted HRBP follow-ups.
- Completed annual employee facility reconciliation and trend research.

## **Education**

Postgraduate Diploma in Business Administration – Gordon Institute of Business Science (UP), 2024 (Graduated)

Bachelor of Commerce in Human Resource Management – North-West University, 2020 (Graduated)

Certificate in Software Development & Engineering – CodeSpace Academy (Incomplete due to financial constraints), 2024

## **Personal Projects**

- Portfolio Site – Personal website with interactive CV using HTML/CSS, [<https://rorisang-masilo-profile.netlify.app/>]
- Bakery E-commerce Site – Alpine.js front-end app hosted on GitHub.
- Business directory – Svelte.js regional business website for businesses in Rustenburg, NW.
- Construction company site – Vue.js small construction company website.

## **Leadership**

Vice Head of Internal Affairs – Enactus NWU | Oct 2020 – Dec 2020

- Managed documentation and competition submissions.
- Handled team scheduling, secretarial duties and HR records via Google Sheets.

## **Additional Information**

DOB: 01 July 1997 | Gender: Female | Race: Black/African | Religion: Christian | Disability: None

Driver's License: Code C Learner's | Own Vehicle: Yes

Hobbies: Team sports, seminars, gym, Hip-Hop & Gospel music

## **References**

Lesedi Personal Financial Services: Liandi Moodley – Supervisor/Manager

Email – [liandi@lesedipfs.co.za](mailto:liandi@lesedipfs.co.za) | Phone: +27 82 757 1495

Gordon Institute of Business Science: Aphindile Njova – Colleague

Email – [aphindilenjova@gibs.co.za](mailto:aphindilenjova@gibs.co.za) | Phone: +27 81 767 4025

Momentum Financial Planning: Matlakala Nkabinde – Supervisor

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