

CURRICULUM VITA OF BOKANG ALVINA NTSOANE

Unit 411, The Junction Village 3, 16 Apiesdoring Drive, Centurion, 0157 •
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Personal details:

Gender:	Female
Race:	Black
Nationality:	South African
Driver's Licence:	Code C1
Criminal record:	None
Language proficiency:	English, Sepedi, Se-Sotho, Se-Tswana (Speak, read, write excellently)

Qualification:

Tertiary education:

Qualification obtained:	National Diploma – Human Resources Management
Institution:	Tshwane University of Technology
Year obtained:	2017

(please refer to academic transcript for modules passed)

High school education:

Highest grade passed:	Grade 12
School attended:	Hans Komane Senior Secondary School
Year passed:	2014

(please refer to matric certificate for subjects passed and symbols obtained)

Work experience:

03 October 2022 till present

Human Resources Officer: Mpileng Group Pty (Ltd)

Reference: Pilot Ngake

Contact number: 079 796 8656

Responsibilities:

- Recruiting, i.e., Planning, coordinating and supervising the employment of new employees;
- Improving and managing relations between management and employees by attending to requests, grievance and queries;
- Managing and enforcing company policy and code of conduct;
- Provide guidance and supports to departments;
- Updating the company policies and executing them;
- Record keeping;
- Responsible for overall payroll of the company and any employees' benefits may arise;
- Keeping up to date with any laws that may affect the company and its employees;
- Overseeing the performance of employees and creating ways to assist them to perform; and
- Payroll administration.

05 February 2018 till 31 March 2019

Human Resources trainee (internship): Tshwane University of Technology

Reference: Ms. MW Khotsa (HR Manager)

Contact numbers: 015 287 0702/083 694 9202

Responsibilities:

- Providing administrative and secretariat support;
- Screening phone calls, email, letters and personal visits;
- Creating, managing and maintaining employee files;

- Record keeping and filling;
- Assisting with recruitment and selection of candidates;
- Following up on outstanding matters;
- Arranging and organizing accommodation for senior managers;
- Taking minutes during management meetings;
- Assisting employees in claiming their UIF;
- Requesting quotes and issuing invoices;
- Managing employees' s calendars;
- Assisting needy students with getting accommodation and seeing Psychologist

Additional skills:

- i. Proficiency in Sage (HR & Payroll);
- ii. Proficiency in PayDay;
- iii. Computer literacy (MS Office); and
- iv. Outstanding organizational and communication skills.