

THAMSANQA EMMANUEL SANHEWE

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13839 Mafuri Street Soshanguve South Ext 13, Pretoria



Objective

I am a highly focused ambitious and dedicated individual, having experience in site supervision, records management, Information technology and financial management. I believe that my leadership skills, communication skills, ability to network and be receptive to input from colleagues and capabilities gained through my qualifications and experience make me a strong candidate and valuable asset.

Experience

Department Of Home Affairs (Head Office, Pretoria)

1 Dec 2022 - To date

Indexer (Intern)

HR Registry Intern

- Render an effective filling and record management services in HR Registry
- Assist with request for personal information in the HR Registry
- Handle incoming and outgoing correspondence in HR Registry
- Process documents for archiving and disposal in HR Registry
- Work with clients and stakeholders on HR Information enquires
- Ensure compliance management practices
- Create new files for newly appointed employees.
- Work with persal system (Verifying employee information with persal system as needed when performing certain task)

Leave Adminlstration

- Assist with receiving and capturing leave on persal
- Assist with recording leave forms in leave register
- Assist in opening and filling temporary incapacity leave file
- Assisting employees to identify those who qualify for long term service recognition
- Assisting employees with leave audits

Recruitment and Selection (2nd Cohort Dlgitlzation)

- Assist in creating a list of all short listed candidates and capturing
- Coordinating arrangement for short listed and interview process (Finding out if candidates got interviewed and informing them on interview dates)
- Verifying that selected candidates qualify for short list
- Sorting out all necessary documents to be filled into successful candidate's files
- Issue offer letters and acceptance certificates to successful candidates
- Sorting out all files of appointmented candidates Alphabetically

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Indexer (BVR- Digitization Hub)

- Electronically identifying and classifying documents
- Capturing Birth certificates, IDs, Marriage certificates, Death certificates
- Ensure user only see information they need
- Indexing data for ease of search and retrieval
- Validating data

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Desktop Technician (IT Intern)

- Manage help desk calls on latitude as per SLA.
- Provide 2nd line support to IT Technicians in the provinces.
- Configuration of Softwares and Persal System.
- Travel to provinces when required and support roll out of new projects.
- Resolve issues for end-users of various form of technology.
- 1st line support for Quality Assurance and Pre Prod Laboratory.
- Testing of pilot software and devices.
- 2nd line support to all DHA ICT projects.
- 1st line support for the ministry office.
- Documentation of procedures and process after successfully solving issue at hand.

SPLS Consultants (Centurion)

Oct 2020 - Aug 2021

IT Technician/ End User Training

- Installation of MTN multimedia computer labs in schools in different provinces, software, configurations, ICT equipment delivery and pickup.
- Support - Replacement of malfunctioning of ICT equipment. Software Updates, anti-virus Updates and remote access assistance.
- Trained Teachers in different provinces how to use the multimedia computer lab equipment Installed in schools (End User training)

Phumze Developments

Jan 2019 - March 2019

Intern (Assistance Supervisor)

Monitoring the Installation of fibre:

- Excavation of trenches
- Installation of Duct and fiber
- Rehabilitation



Education

Richfield (Durban)

2018

Bachelor Of Science In Information Technology

Specialized in Software Development

● **Esther Payne Smith Secondary (Pietermaritzburg)**

2015

Matric

● **Home Affairs**

Dec 2022 - Feb 2023

Completion Of Digitization Training

•Trained in Civic Services, immigration services and Records management

● **Pretoria college**

2021

A+ Certificate



● **Skills**

Communication Skills, Supervision, Productivity Planning, Record Management, Financial Management Microsoft Word. Microsoft Excel, Microsoft PowerPoint, Microsoft Access



● **Reference**

● **Pearl Myoshe - Home Affairs**

Supervisor (HR Registry)

+27 73 095 3585

● **Lydia Kobo - Home Affairs**

Mentor (HR Registry)

+27 65 826 8553

● **Hulisani Muthaphuli - Home Affairs (IT Manager)**

Manager

+27 66 588 3646 / 012 406 7284

● **Blessing Dube - SPLS Consultants**

Manager

+27120234949

● **Muzi Khumalo - Phumze Developments**

CEO

061 041 4317