

**KARABELO JEFFREY RAMOTALA**

Johannesburg, South Africa | Mobile: +27769372884 | Email: [karabeloramotala1@gmail.com](mailto:karabeloramotala1@gmail.com)  
|LinkedIn: [www.linkedin.com/in/karabeloramotala](https://www.linkedin.com/in/karabeloramotala)

**PROFESSIONAL SUMMARY**

---

Ambitious and detail-oriented graduate who has completed all degree requirements for a Bachelor of Human Resource Management (awaiting formal graduation). Demonstrates strong academic foundation in South African labour legislation, employee relations, HR administration, and communication, combined with demonstrated leadership potential and innovative thinking through extracurricular initiatives. Proven ability to provide accurate administrative support, conduct research and excel in fast-paced, team-oriented environments with a strong sense of urgency and excellent time management. Geographically mobile, immediately available, and committed to contribute a dynamic organization.

**EXTRACURRICULAR ACTIVITIES**

---

**Youth Facilitator | Ambitious Media Inc**

**2024 - 2025**

- Facilitated 3 youth development initiatives impacting 30+ participants, focusing on enhancing leadership skills, public speaking and communication, demonstrating strong attention to detail.
- Managed group dynamics and handled minor conflicts, demonstrating skills in interpersonal communication and conflict resolution and team working capabilities in high-pressure settings.
- Organized and prepared presentation materials, managing participant records, preparing materials, and ensuring accurate documentation; supported high-volume activities with excellent organisational skills and ability to plan, innovate, and deliver under tight deadlines.

**Volunteer | University of Johannesburg Community Engagement**

**2024 - 2025**

- Supported over 20+ community outreach projects focused on learning and development (L&D), demonstrating strong administrative and organizational support, leadership, and innovation in a dynamic team setting.

**CORE COMPETENCIES**

---

- |  |   |
|--|---|
| • Recruitment & Selection                              | • Strong Verbal and Written Communication |
| • Employee Relations & South African Labour Law        | • Analytical Thinking & Research          |
| • HR Administration, Onboarding & Personnel Management | • Attention to Detail & Accuracy          |
| • HR Communications Support                            | • Problem-Solving Skills                  |
|  | • Adaptability to Change                  |

- Time Management & Working Under Pressure

- Leadership & Teamworking Capabilities

## SKILLS

---

**Technical skills:** Microsoft Office 365 (Advanced Excel, Word, PowerPoint) | Google Workspace | Microsoft Teams | Zoom | SAGE 300 People (Basic Knowledge) | PERSAL System (Completed PERSAL introduction module via self-study)

## EDUCATION

---

### Bachelor of Human Resource Management

University of Johannesburg

Completed: November 2025 (Graduation Class of 2026)

Status: All degree requirements met, 65%+ Academic Average. Available for immediate employment

Relevant Coursework: Human Resource Management, Project Management, Business Management, Industrial Psychology, Labour Law, Public Management and Governance

### ACHIEVEMENTS AND CERTIFICATIONS:

---

Artificial Intelligence in the 4IR: University of Johannesburg (2025)

Excel For the Workplace: University of Johannesburg (2025)

Word For the Workplace: University of Johannesburg (2025)

MS Teams For the Workplace: University of Johannesburg (2025)

## LANGUAGES

---

- English | Fluent
- Southern Sotho | Fluent
- Zulu | Fluent

## REFERENCES

---

- Ms Diane Maupin | Mentor | +1 (214) 418 3684
- Bongisani Mkwili | Supervisor | +27 63 889 4385



# University of Johannesburg

PO BOX 524  
AUCKLAND PARK  
2006

Tel: +27 (0)11 559-4555

SUID-AFRIKAANSE POLISIEDIEN  
REKENPLIGTIG PHUTHADITJABA  
CSC COMMANDER

2025 -12- 04

ACCOUNTING PHUTHADITJABA

## Academic Transcript



It is hereby certified that KARABELO JEFFREY RAMOTALA is/was enrolled at this university for the Qualification(s) as set out below. The programme of study followed, assessment results and credits obtained are detailed below and an overall summary appears at the end.

Student Name: KARABELO JEFFREY RAMOTALA

Date of Birth: 03-NOV-2004

Student Number: 223123660

Student ID: 0411035541084

Note: South African Universities functioned under two National Qualification Frameworks, an eight-level framework (promulgated in 2000) and a ten-level framework (promulgated in 2008). Please note the University of Johannesburg (UJ) implemented the ten-level framework from 2012. UJ qualifications completed prior to 2012 follow the eight-level framework. For additional information on the NQF regulatory history, click on "<https://www.uj.ac.za/wp-content/uploads/2021/09/nqf-regulatory-history-feb-2024.pdf>"

Approved Qualification: Bachelor of Human Resource Management

Qualification: Bachelor of Human Resource Management

Qualification Type: Bachelor's Degree (360 - NQF level 7) Level: NQF Level 7: Bachelor's Degree (360 credits)

Year	Module Code	Module Description	NQF Credit	Half Year Mark	Final Mark	Result Description
2023	BMA11A1	BUSINESS MANAGEMENT 1A	12		68	PASSED
2023	BMA21B1	BUSINESS MANAGEMENT 1B	12		62	PASSED
2023	HRM1AA1	HUMAN RESOURCE MANAGEMENT 1A	12		63	PASSED
2023	HRM1BB1	HUMAN RESOURCE MANAGEMENT 1B	12		75	PASSED WITH DISTINCTION
2023	IPS11A1	INDUSTRIAL PSYCHOLOGY 1A	16		64	PASSED
2023	IPS21B1	INDUSTRIAL PSYCHOLOGY 1B	16		61	PASSED
2023	MATDCA1	MATHEMATICS: FINANCE & BUSINESS 1A	12		64	PASSED
2023	MATDCB1	MATHEMATICS: FINANCE & BUSINESS 1B	12		84	PASSED WITH DISTINCTION
2023	PMG1AA1	PUBLIC MANAGEMENT AND GOVERNANCE 1A	16		64	PASSED
2023	PMG1BB1	PUBLIC MANAGEMENT AND GOVERNANCE 1B	16		60	PASSED
2024	ATE01A1	ANALYTICAL TECHNIQUES 1A	15		61	PASSED
2024	BMG02A2	BUSINESS MANAGEMENT 2A	16		50	PASSED
2024	BMG02B2	BUSINESS MANAGEMENT 2B	16		76	PASSED WITH DISTINCTION
2024	HRM2AA2	HUMAN RESOURCE MANAGEMENT 2A	12		60	PASSED
2024	HRM2BB2	HUMAN RESOURCE MANAGEMENT 2B	12		64	PASSED
2024	ILL41A0	INTRODUCTORY LABOUR LAW	12		76	PASSED WITH DISTINCTION
2024	IPS12A2	INDUSTRIAL PSYCHOLOGY 2A	16		75	PASSED WITH DISTINCTION
2024	IPS22B2	INDUSTRIAL PSYCHOLOGY 2B	16		69	PASSED
2024	PRM3BB3	PROJECT MANAGEMENT	14		68	PASSED
2025	BMA13A3	BUSINESS MANAGEMENT 3A *	16		59	PASSED
2025	BMG03B3	BUSINESS MANAGEMENT 3B *	16		64	PASSED
2025	HRM3AA1	HUMAN RESOURCE MANAGEMENT 3A *	12		67	PASSED
2025	HRM3BB2	HUMAN RESOURCE MANAGEMENT 3B *	12		76	PASSED WITH DISTINCTION
2025	HRM3CA1	HUMAN RESOURCE MANAGEMENT 3C *	16		78	PASSED WITH DISTINCTION
2025	HRM3DB2	HUMAN RESOURCE MANAGEMENT 3D *	16		59	PASSED
2025	IPS13A3	INDUSTRIAL PSYCHOLOGY 3A *	16		75	PASSED WITH DISTINCTION
2025	IPS23B3	INDUSTRIAL PSYCHOLOGY 3B *	16		79	PASSED WITH DISTINCTION

Awards Allocated: UJENIUS (Academic top 1% 2023)

### Overall Summary

OBTAINED QUALIFICATION\*\* Bachelor of Human Resource Management\*\* Decision Date 30-NOV-2025

\* Major Module

Cumulative NQF Credits = 385

SAQA Registration Number = 101965

I hereby certify that the information contained in this document is true and correct to the best of my knowledge and belief. I further certify that from my observations an amendment or a change was not made to the original document.

HANDTEKENING / SIGNATURE  
RANG RANK  
04-DEC-2025

Student ID: 0411035541084

04-DEC-2025






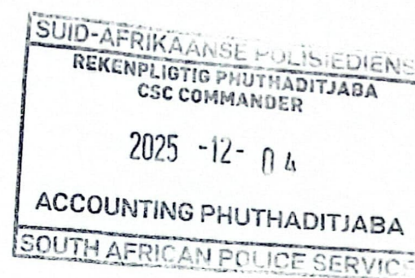
**University of Johannesburg**  
PO BOX 524  
AUCKLAND PARK  
2006  
Tel: +27 (0)11 559-4555




IT IS HEREBY CONFIRMED THAT THE STUDENT EXHIBITED GOOD CONDUCT FOR THE DURATION OF HER/HIS STUDIES. PLEASE CLICK ON <https://www.uj.ac.za/wp-content/uploads/2021/06/7-grade-conversion-guidelines.pdf> FOR A GRADE CONVERSION SCALE/GUIDELINE.

THIS CERTIFICATE IS ISSUED WITHOUT CHANGE OR DELETION OF ANY NATURE.

  
B van Vuuren (Prof)  
Registrar  
04-DEC-2025




I certify that this document is a true reproduction (copy) of the original document which was handed to me for authentication. I further certify that from my observations an amendment or a change was not made to the original document.

  
HANDTEKENING / SIGNATURE



AGSNUMMER / ID NUMBER: 702638745 RANG / RANK: C8T


NAAM IN DRUKSKRIF / NAME IN PRINT: CATHARINE



 **REPUBLIC OF SOUTH AFRICA**  
**NATIONAL IDENTITY CARD**

Surname:  
**RAMOTALA**  
Names:  
**KARABELO JEFFREY**  
Sex:  
**M**  
Nationality:  
**RSA**  
Identity Number:  
**0411035541084**  
Date of Birth:  
**03 NOV 2004**  
Country of Birth:  
**RSA**  
Status:  
**CITIZEN**

  
Signature  





Conditions: Date of Issue:  
**14 JAN 2022**

This card has been issued by the  
Department of Home Affairs in terms of the  
Identification Act, Act 68 of 1997

If found, please return to the Department of Home Affairs  
For enquiry or verification purposes contact 0800 60 11 90

117036311


NAME IN DRUK/NIF: **RAMOTALA KARABELO JEFFREY**  
NAME IN PRINT: **KARABELO JEFFREY RAMOTALA**  
HOUTENOMMER / SIGNATURE:   
RANG: **CST**  
RANK: **CST**

**SUID-AFRIKAANSE POLISDIEN**  
**REKENPLIGTIG PHUTHADITJABA**  
**CSC COMMANDER**  
  
**2025 -12- 04**  
  
**ACCOUNTING PHUTHADITJABA**  
**SOUTH AFRICAN POLICE SERVICE**





REPUBLIC OF SOUTH AFRICA

# National Senior Certificate

Awarded to

**KARABELO JEFFREY RAMOTALA**

Identity number 0411035541084

Exam number 3221930040064

**Subject**

Sesotho Home Language  
English First Additional Language  
Mathematical Literacy  
Life Orientation  
Accounting  
Business Studies  
Economics

%

76

73

79

91

85

96

79

\*\*\*

**Achievement**

level

6

6

6

7

7

7

6

\*

\*\*\*\*\*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study, as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

MAKOTI  
FORCE NO. 1  
NAA 1 IN DEUKOKRIF  
NAME IN PRINT

With effect from December 2022

**M. S. LAKOMETS**

Chief Executive Officer

**230 2324 8732 Y**



This certificate is issued without alterations or erasure of any kind



**UMALUSI**



Council for Quality Assurance in  
General and Further Education and Training  
South Africa  
**3 8 2 6 9 9 9**

(See reverse for more information)