

## SIYABONGA JAMSON ZWANE

@ syabongazwane3@gmail.com

+27 73 956 2562 / +27 60 795 4554

KwaShoba Area PONGOLA 3170

Dear Sir / Madam

This is to introduce myself and let you know of my interest in taking part of your company. The enclosed resume will furnish you with the information concerning my overall training, education and skills.

My work abilities are backed with experiences and knowledge. I can assure you that I can successfully fulfill any obligations requiring of any responsibility upon your company. My current objection is to obtain position that will fully utilize my skills and offer an opportunity for continued professional growth.

I believe in excellence and intend to dedicate myself, my talents and my negative abilities to assure the successful accomplishments of any company goal. My positive attitude and willingness to give 150% makes me a valuable assets to any organization that would employ me. I am confident that my skills will be an asset and favourable impact on your organization.

I look forward to hearing from you in near future and hopefully to schedule an interview in which I hope to learn more about your company. Its goals and plans and how I may be able to contribute to its continued growth.

Thank you for your time.

Regards,

Siyabonga Zwane

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## Objective

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills. I am enthusiastic, effective and passionate.



## Experience

### Integrated Business Solutions

01 February 2019 - 30 June 2019

Training Mentor

- Conducting weekly contact sessions with the learners as per the agreed upon contact schedule,
- Assessing the learner log books and ensuring that the required evidence is submitted against the workplace
- Implementation plan,
- Identifying areas where the learners require additional support and reporting this to the coordinator,
- Ensuring that the learners complete daily attendance registers,

### Integrated Business Solutions

02 July 2018 - 31 December 2018

Training Facilitator

- Assist learners to tender for new business opportunities within both the public and private sectors
- Helping learners to compile and utilize a business plan to manage a new venture.
- Developing skills for young people to believe in their business ideas.
- Assist learners to match new venture opportunities to market needs.
- Develop appropriate skills and knowledge for the new establishment of business.

### Uphongolo Local Municipality

01 June 2016 - 30 November 2016

## Human Resources Clerk

### **HR Practices, Recruitment and Selection:**

Assist in recruitment and selection process.

Capturing allowances, deductions, leave for personnel or employee number.

Control and manage all claims submitted for payment.

Updating staff record on employee files.

Communicate with all staff and handle queries related HR.

Assist in calculating overtime payment.

Implement and interpretation of policies and procedures relating to sorting and distribution and payslip.

Process payment for all fringe benefits and allowances.

Advise employee of the completion of pillar forms and the process to complete.

Ensure timeout capturing of all payday transitions like appointment, exists, leave and deductions.

Auditing and updating of all staff files.

Sorting, opening and dispatching of official mails.

Receiving and sending faxes.

Recording of outgoing mails in the register.

Operate and maintain the faxes and photocopy machine.

Provide registry counter services.

Render an effective and report management services.

Operate office machines in relation to the registry function.

Process document for archiving.

Received complains and liaise with relevant stakeholders.

Provide secretarial and other support services to the component.

Collect and prepare statistics data for various stakeholders.

Compile labour relations statistics and capture it on the systems.

Taking minutes of misconduct of all labour relations meeting and other intervention.

- Ensure promotion sound labour relation within the institution to ensure provisioning of high quality service.
- Capture all types of misconduct cases, grievances and suspensions on system.
- Conduct training needs analysis.
- Assist in administration of all in-house training courses.
- Provide advice based on all training legislation.
- Knowledge in skills development act, basic condition of employment Act and labour relations.
- Implementation and administration of the workplace plan.
- Collect all course assignments or portfolios.

#### **Uphongolo Local Municipality**

*01 December 2014 - 30 May 2016*

HR In-Service Training

- HR practices
- Labour relations
- Recruitment and selection
- Training and development



#### **Education**

##### **Maguthswa High School**

*2011*

• IsiZulu • English • Mathematics Literacy • Life Orientation • Accounting • Business Studies • Geography

##### **Majuba Tvet College**

*2014*

National Diploma in Human Resource Management  
N6



#### **Skills**

Interpersonal and communication Problem solving Patience Attention to detail A logical mind The ability to work under pressure enthusiasm for continual learning Computer literacy; • MS Word • MS Office Excel • MS PowerPoint • Internet • Email (Outlook) • Pastel



## Reference

**Mr JK Zondo - "Uphongolo Municipality"**

HR Officer

+27 84 584 3644 / +27 34 413 1223

**Mr SL Khumalo - "Uphongolo Municipality"**

Public Assistant Officer

+27 73 294 8007 / +27 34 413 1223

**Mrs E Richards - "Integrated Business Solution"**

Chief Operating Officer

+27 78 841 4439

**Mr S Dhlamini - "Integrated Business Solution"**

Project Manager

+27 79 728 9002