

**CURRICULUM VITAE**  
**OF**  
**THEMBISILE CLEMENTINE ZWANE**

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**PERSONAL DETAILS**

Names : Thembisile Clementine  
Surname : Zwane  
Date of birth : 7 September 1987  
Nationality : South African  
Gender : Female  
Marital Status : Single  
ID Number : 8709071040081  
Driver's License : C1  
Contact number : 072 7189 899  
Alternative number : 079 0805 172  
Home address : Unit 58 Princeton Park 4 Chantelle Ext 47 Akasia  
Email : tczwane29@gmail.com

**EDUCATIONAL HISTORY**

School Attended : Majuba TVET College  
Highest grade Passed : NCV Level 4 National Certificate (Vocational)  
Fundamental Subjects : English First Additional Language  
Mathematical Literacy  
Life Skill and Computer Literacy  
Vocational Subjects : Business Practice  
Office Data Processing  
Office Practice

Personal Assistance

Year : 2020

### **TERTIARY QUALIFICATIONS**

Name of Institution : Majuba TVET College

Qualification : National N Diploma in Human Resources  
Management

Course duration : 3 Years

Year : 2025

Name of Institution : Majuba TVET College

Course : Human Resources Management

Level : N6

Course duration : 6 Months

Modules : Entrepreneurship & business Management  
Personnel Management  
Personnel Training  
Labour Relations

Year : 2022

Name of Institution : Majuba TVET College

Course : Human Resources Management

Level : N5

Course duration : 6 Months

Modules : Personnel Management  
Personnel Training  
Labour Relations  
Computer Practice

Year : 2022  
Name of Institution : Majuba TVET College  
Course : Human Resources Management  
Level : N4  
Course duration : 6 Months  
Modules : Entrepreneurship & business Management  
Personnel Management  
Management Communication  
Computer practice

Year : 2021

Name of Institution : Majuba TVET College  
Course : Technical Support (NQF L4)  
Course duration : 3 Months  
Year : 2021

## **WORK EXPERIENCE**

Company name : Majuba TVET College  
Position held : Admin Assistant  
Department : Bursary office (NSFAS)  
Duration : 01/05/2023 – 30/07/2023

## **DUTIES**

- Assist students with lodging online and manual application documents
- Capturing manual applications on NSFAS portal
- Capturing applications on registration data (excel) for tuitions fees and allowances

- Filing students application for safe keeping
- Verification of application documents

Company name : Newcastle Regional Hospital  
 Position held : Human Resources Intern  
 Department : Human Resources  
 Duration : 02/01/2024 – 30/06/2025

### **DUTIES**

- Assist in developing and maintaining of data base for HRD training.
- Receive, check and stamp all EPMDS reports submitted.
- Capture EPMDS reports on Persal.
- Perform secretarial duties to training and development structures.
- Process all transfer, appointments, promotion, translation etc.
- Type interview and appointment letters.
- Managing of all incapacity and unpaid leaves.
- Capture submitted leaves on Persal.
- Proper maintenance of staff relations related files.
- Implementation of policies and procedures related to human resources.
- Participate in implementation of National core standards.
- Conducting skills audit questionnaires.
- Monitoring progress of training programmes.
- Maintaining training register system.
- Ensure the adherence to LRA, BCEA and other legislative prescripts in other to promote Labour peace.

### **SKILLS AND KNOWLEDGE**

Knowledge : Batho Pele Principals  
 Public Service Act  
 Public Service Regulation  
 Unemployment Insurance Act  
 Customer care  
 Computer skills  
 Planning and organizing.

Skills : Good record keeping.  
Multi-tasking skills.  
: Computer Literacy (Ms Word, Excel, Outlook, PowerPoint)  
Good communication skills (Verbal & Written)  
Management Skills  
Listening skill  
Telephone Etiquette

## **REFERENCES**

Contact person : Mrs Florence Dlalisa  
Relationship : Supervisor (HR)  
Company : Newcastle Regional Hospital  
Contact Number : 073 3735 052/ 034 3280 000

Contact Person : Thembalami Zwane  
Relationship : HR Mentor  
Company : Newcastle Regional Hospital  
Contact Number : 063 596 3257/ 034 3280 000

Contact Person : Mrs Prashika Sookoo  
Relationship : HR Officer  
Company : Newcastle Regional Hospital  
Contact Number : 072 0607 540/ 034 3280 000