

# HOLINESS KUKIMUNU

## HR ADMINISTRATOR | TALENT ACQUISITION | COMPLIANCE

South Kensington 2094 | 067 209 3839 | hctkukimunu@gmail.com | tshiebekukimunu@gmail.com

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### SUMMARY

Proactive Talent Sourcing Specialist with over 4 years of experience in recruitment operations, candidate engagement, and HR administration. Skilled in identifying, attracting, and engaging top talent across diverse functions while ensuring a seamless candidate experience. Adept at managing the full recruitment lifecycle, from sourcing and screening to onboarding, with a strong understanding of South African labour laws and compliance standards. Currently completing a Bachelor in Industrial Psychology and People Management, specializing in Performance and Talent Management.

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### CORE COMPETENCIES

- Talent Sourcing & Recruitment Strategy
  - Candidate Engagement & Relationship Management
  - Applicant Tracking & Database Management
  - Interview Coordination & Onboarding Support
  - HR Compliance & Documentation
  - Data Analysis & Reporting (Excel, HR Trackers)
  - Employer Branding & Talent Pipeline Development
  - Cross-Functional Collaboration
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### WORK EXPERIENCE

#### People Operations Administrator – Entelect Software Solutions

Sep 2025 – Mar 2026

- Supported end-to-end recruitment coordination, including job postings, candidate communication, and interview scheduling.
- Partnered with hiring managers to align sourcing strategies with business needs.
- Maintained and updated candidate and employee data using Microsoft Excel and internal HR systems.
- Assisted with onboarding sessions, ensuring a positive and structured new hire experience.
- Contributed to talent pipeline development by maintaining candidate databases and tracking engagement metrics.
- Supported wellness and engagement initiatives, promoting a positive workplace culture.

#### HR Administrator – Global Top Int

Aug 2022 – May 2025

- Managed recruitment support processes, including job advert creation, CV screening, and interview coordination.
- Conducted candidate pre-screening and reference checks to ensure quality hires.
- Coordinated onboarding and induction programs, ensuring compliance with internal policies and labour legislation.
- Maintained applicant tracking systems, ensuring accurate and timely updates on candidate status.
- Assisted with employment contracts, offer letters, and compliance documentation.
- Supported HR reporting and analytics, providing insights into recruitment performance and workforce trends.
- Collaborated with internal teams to ensure smooth execution of talent acquisition and mobility processes.

## EDUCATION

### **Bachelor in Industrial Psychology and People Management**

Feb 2025 – Nov 2025

University of Johannesburg

- Specialization: Performance & Human Resources Management

Feb 2020 – Dec 2024

### **Diploma in Personnel Management**

Damelin College

- Relevant Coursework: Personnel Training, Recruitment, and Employee Relations
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## ADDITIONAL INFORMATION

### TECHNICAL SKILLS

- Tools: Microsoft Excel, Word, Outlook, SharePoint, HR Trackers & Spreadsheets
- Recruitment Tools: Candidate Databases, Job Boards, ATS Systems (experience with data tracking and reporting)

### SOFT SKILLS

- Strong Written & Verbal Communication
- Relationship Building & Client Support
- Analytical Thinking & Problem Solving
- Adaptability in Fast-Paced Environments
- Empathy & Cultural Awareness

**Languages: English, French**

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## REFERENCES

Available upon request