

NTOKOZO MBANDE

✉ mbandentokozo@gmail.com

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📍 05 Molesey Ave, Auckland Park,
Johannesburg, Gauteng 2092

🚗 Drivers License: Code 10

📅 30/07/2001

♂ Male

👤 PROFILE

As an emerging young professional, I hold a strong academic foundation that breathes innovative insights for impactful contributions in the workplace. I am keen on applying theoretical knowledge into real world scenarios and poised to make significant career impact.

🧠 SKILLS

- Computer Literacy (Microsoft)
- Communication skills
- Researching skills
- Punctual
- Problem Solving skills
- Attention to Detail
- Adaptability
- Project Coordination

🔗 REFERENCES

Mr Y Quluba, Supervisor, Scaw Metals
YQuluba@scaw.co.za, 0737722448/0118429517

Miss O Juel, Academic mentor,
University of Johannesburg
juelongezwa@gmail.com, 0835253457

Mr L Nkosi, Lecturer, North-West University
lebohangnkosi@gmail.com, 0692273336

📁 PROFESSIONAL EXPERIENCE

SCAW Metals Group

HR Administrator

11/2023 – 01/2025

- Ensuring all candidate CVs are added to the Applicant Tracking System (ATS).
- Arranging and coordinating travel arrangements should this be required for interviews or onboarding.
- Coordinating the scheduling of interviews with Talent Acquisition and respective Hiring Managers.
- Facilitating and conducting all pre-employment checks on shortlisted candidates.
- Supporting the onboarding process by compiling timeous employment packs for payroll take-on.
- Working closely with Payroll to ensure a smooth and timely onboarding for new team members.
- Updating and maintaining of database and spreadsheets on the HR Share drive.
- Assisting with the creation of job descriptions, interview questionnaires, and vacancy adverts, and the creation of position codes where needed.

North West University

Labour Law Tutor

02/2021 – 06/2021

- Provide individual or group tutoring sessions to help students understand complex concepts in Labour Law and related subjects.
- Assist students with problem-solving techniques and assignments.
- Track student's progress and provide feedback on their understanding and performance.

🎓 EDUCATION

BA Hons in Public Management and Governance

University of Johannesburg

02/2024 – 12/2024

Human Resources Management and Public Finance Management.

BA in Public Governance with Politics and Public Administration

North-West University

02/2021 – 12/2023

Matric

Ebenezer Majombozi High School

01/2014 – 12/2018