

NOSIMILO KATE MTSHALI

14 Giraf Street, Elandsfontein, Germiston, 1429

E: nosimilokate13@gmail.com P: 0660250546 | A: upon notice

PROFESSIONAL SUMMARY

Seasoned and committed HR Professional seeking an HR Assistant role to apply my expertise in talent acquisition and onboarding. During my internship at Bidvest Prestige, I honed my skills by posting over 30 job advertisements, scheduling more than 50 interviews, and assisting with the orientation of over 40 employees. I am a proactive individual dedicated to helping organizations attract and retain top talent.

PROFESSIONAL EXPERIENCE

Bidvest Prestige

HR Intern (January 2024 - June 2025)

During my time at Bidvest Prestige, I gained valuable experience as an HR Intern. I assisted with training and development by helping to set up training sessions and workshops, tracking attendance, collecting feedback, and preparing training certificates and materials. As a General Administrator, I was responsible for drafting HR letters such as confirmation of employment and warning letters. I also helped new hires complete their paperwork and ensured proper documentation for all HR duties. A key part of my role involved talent acquisition, where I posted job openings on various job boards and the company website, screened resumes, and scheduled interviews. I also played a part in the on-boarding process for new hires.

Outsurance

Sales Agent (January 2021 - December 2021)

In my role at Outsurance, I worked as a Sales Agent. My main responsibility was to introduce funeral cover to potential clients. I explained what funeral insurance is and highlighted its importance by discussing the emotional and financial burdens families face when a loved one passes away without coverage. I explained the benefits of the different plans, helped clients choose the best option for their needs, and handled the application process.

Hello Store

Merchandiser (November 2020 - June 2020)

As a Merchandiser at Hello Store, I was responsible for monitoring stock levels and ensuring products were placed in their correct locations throughout the store. I also set up displays and promotional signage to attract customers. I regularly replenished shelves with products and analyzed sales data to understand which products were performing well.

FORMAL EDUCATION

I completed my Matric in 2019 at Bhekisizwe High School. In 2023, I obtained my N6 in Human Resources and Management from Central Johannesburg College.

PROFESSIONAL EXPERTISE

I am proficient in the Microsoft Office Suite, including Excel, PowerPoint, Word and D365.

I possess strong communication and interpersonal skills, and I am adept at time management.

REFERENCES

Lerato Mofokeng: Senior Manager, Learning & Development, Bidvest Prestige

Email: LeratoM@presclean.co.za, Phone: 0872859041

Thandokuhle Makhoba: Flight Inspector, South African Civil Aviation Authority

Email: tmakhoba365@gmail.com, Phone: 0664702824



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

NOSIMILO KATE MTSHALI

Identity number 9806130971089

Exam number 5192123360065

Subject	%	Achievement level
IsiZulu Home Language	72	6
English First Additional Language	67	5
Mathematics	36	2
Life Orientation	66	5
Geography	55	4
Life Sciences	68	5
Physical Sciences	57	4
1**	***	*

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.

With effect from December 2019

M. S. LAKOMETS
Chief Executive Officer

200 8600 0510 X



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**
1072600



H11636260

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

**CERTIFICATE OF ACHIEVEMENT
N4**

HUMAN RESOURCES MANAGEMENT

AWARDED TO

MTSHALI NOSIMILO

IDENTITY NUMBER

9806130971089

WITH EFFECT FROM

2022-07-01

INSTRUCTIONAL OFFERINGS PASSED

** INDICATES DISTINCTION*

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4
PERSONNEL MANAGEMENT N4
MANAGEMENT COMMUNICATION N4
COMPUTER PRACTICE N4

57141206V


Examination Officer


Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



SERIAL NUMBER

H 11636260



H11373968

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

**CERTIFICATE OF ACHIEVEMENT
N5**

HUMAN RESOURCES MANAGEMENT

AWARDED TO

MTSHALI NOSIMILO

IDENTITY NUMBER

9806130971089

WITH EFFECT FROM

2022-12-01

INSTRUCTIONAL OFFERINGS PASSED

** INDICATES DISTINCTION*

PERSONNEL MANAGEMENT N5

PERSONNEL TRAINING N5

LABOUR RELATIONS N5

COMPUTER PRACTICE N5

58837035K

Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



SERIAL NUMBER

H 11373968

H11491855



**DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
CERTIFICATE OF ACHIEVEMENT
N6**

HUMAN RESOURCES MANAGEMENT

AWARDED TO

MTSHALI NOSIMILO

IDENTITY NUMBER

9806130971089

WITH EFFECT FROM

2023-07-01

INSTRUCTIONAL OFFERINGS PASSED

** INDICATES DISTINCTION*

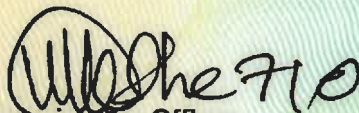
PERSONNEL MANAGEMENT N6

PERSONNEL TRAINING N6

LABOUR RELATIONS N6

COMPUTER PRACTICE N6

59580468M


Examination Officer


Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



SERIAL NUMBER

H 11491855

Powered by



DECLARATION OF COMPLETION

Nosimilo Kate Mtshali

has successfully completed the online course

Introduction to MS Excel

This professional has demonstrated initiative and a commitment to deepening their skills and advancing their career. Well done!

22nd June 2025

Certificate code : 8502631

A handwritten signature in blue ink, appearing to read "Krishna Kumar".

Krishna Kumar
CEO, Simplilearn

This certificate is issued solely for the purpose of acknowledging completion of Microsoft Courses on the Simplilearn portal and is not an official Microsoft certification.

Republic of South Africa

Republiek van Suid-Afrika



LEARNER'S LICENCE
(National Road Traffic Act, 1996)

LEERLINGLISENSIE
(Nasionale Padverkeerswet, 1996)

PARTICULARS OF LICENCE HOLDER

BESONDERHEDE VAN LISENSIEHOUER



RSA ID document / RSA ID dokument

9806130971089

South Africa / Suid-Afrika

NK MTSHALI

1998-06-13

Type of identification
Soort identifikasie

Identification number
Identifikasienommer

Country of issue
Land van uitreiking

Initials and Surname
Voorletters en Van

Date of birth
Geboortedatum

Address where notices
must be served

23A BLESBOK STREET

ELANDSFONTEIN
GERMISTON
1406

City of Ekurhuleni
19 OCT 2024
Germiston
Drivers License Testing Centre
CASHIER

Adres waar kennisgewings
beteken moet word

Signature of
licence holder

MA

Handtekening van
lisensiehouer

who is, subject to the provisions of Section 17 of the National Road Traffic Act, 1996 hereby authorised to drive the class(es) of motor vehicle(s) which correspond with the undermentioned code as contemplated in that Section, subject to the limitations mentioned hereunder.

wie, behoudens die bepalinge van Artikel 17 van die Nasionale Padverkeerswet, 1996 hierby gemagtig is om die klas(se) motorvoertuig(e) wat ooreenstem met die onderstaande kode soos beoog in daardie Artikel, te bestuur, onderworpe aan die beperkings hieronder genoem.

PARTICULARS OF LEARNER'S LICENCE

BESONDERHEDE VAN LEERLINGLISENSIE

Code of learner's licence
Code 1 authorises up to 125cm³ if
under the age of 18 years

3

Kode van leerlinglisensie
Kode 1 magtig tot en met 125cm³ indien
onder die ouderdom van 18 jaar

Control number

40210144653K

Issue number

1

Period of validity

2024-10-19 to 2026-10-18

Limitations on
motor vehicle

None / Geen

Limitations on
driver

None

Date of issue

2024-10-19

Driving licence
testing centre

GERMISTON DLTC

Infrastructure number of
examiner for driving licences

49512DWZ

Name and signature of examiner
for driving licences or authorising
official for a duplicate

M.D. SEBOKED
Name/Naam

Signature/Handtekening

Datum van uitreiking

Bestuurslisensie-
toetsentrum

Infrastruktuurnummer van
toetsbeampte vir bestuurslisensies

Naam en handtekening van
toetsbeampte vir bestuurslisensies
of magtigingsbeampte vir 'n duplikaat

2-D BARCODE

RECEIPT/KWITANSIE



Receipt number 402101763RM5 Kwitansienommer

Total amount received/Totale bedrag ontvang
R60.00

Date 2024-10-19 Datum

Received by/Ontvang deur
N NGWANE

Left thumb imprint
of the person whose
particulars are
reflected above



Linkerduimafdruk
van persoon waarvan
besonderhede hierbo
verskyn

4021

2024-10-19 10:03:24

BZ 0081433

Z 579

ISSUED WITHOUT ANY ALTERATIONS OR ERASURES

UITGEREIK SONDER ENIGE VERANDERING OF UITKRAPPING