



SIZEKA ZISIWE

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Human Resources Administrator

EDUCATION

N6 Human Resources Certificate
Northlink College
2019

Management Practice Higher Certificate
Towerstone Institute

TECHNICAL SKILLS

- Peoplesoft
- Lexis Nexis
- Wamly
- Neptune
- Drive System
- Microsoft package

CERTIFICATIONS

Certified Service Advisor
Hyundai SA
2022

Expert Service Advisor
Hyundai SA
2023

PROFILE

Highly motivated Human Resources professional with hands-on experience in HR administration within the construction industry. Skilled in recruitment coordination, employee screening, HR compliance, and personnel support. Known for professionalism, attention to detail, and ability to maintain confidentiality. Currently gaining practical HR experience as an HR Intern at CIVILS2000.

WORK EXPERIENCE

Human Resources Administrator Intern (Construction) CIVILS2000 Group | 2025 - Present

Assist HR Director, T&D Officer and HR Generalist with HR administration and projects Assist HR Director with head office maintenance. Ensure all new employees contractual documents are loaded and filed for payroll. Maintaining accurate employee records, including personal information, employment details, leave records, and performance evaluations. Assist with FAMSA / Employee Wellness / Counselling appointments Complete Meeting minute taking (Shop Stewards and HR Manco) Assist with retirement, farewell parties and gifts Assist site management with wage year end functions Ensure all termination documents and processes are completed Assist the corporate clothing (purchases, stock takes etc) Any adhoc activities related to your portfolio or HR Department. Recruitment Support Screen and sort CV's in the careers folder Maintain recruitment records and application database. Assist with Scheduling interviews Assist with the new employees onboarding programme Schedule pre-employment testing (qualifications/criminal checks/psychometrics) Schedule Pre-Employment Medical Evaluations with the Safety Department Communicate with unsuccessful candidates (regret letters) Industrial Relations Support the HR team in disciplinary procedures and grievances. Support the HR team in performance management and probationary review processes. Upload and file all IR documents on employee files. Co-ordinate/arranged quarterly Shop Stewards Meetings. Training and Development Assist to source BEE training samples for BEE Audits Assist with booking of training as specified by the WSP and operational requirements Assist with the development of training manuals for training programmes Update and maintain all training records (invoices, certificates, proof of payments, training agreements) Remain up to date with all statutory compliance in relation to training and development

Human Resources Administrator Intern

Momentum Metropolitan Life | 2023 – 2024

Coordinate bulk recruitment for Financial Advisors, Branch and Regional Managers

Prepare job advertisements and post on the relevant platform to attract suitable candidates. Prepare job advertisements

Prepare employment documents and agreements as required

Administrate, facilitate, and chair basic disciplinary/grievance hearings

Draft and issue any disciplinary/grievance documents Act as a first point contact for employee benefits queries and onboarding

Prepare employment documents and agreements as required

Administrate, facilitate, and chair basic disciplinary/grievance hearings

queries pertaining to benefits and HC related matters Review and screen CVs received from job advertisements in collaboration with the HC

team shortlist relevant candidate in line with the selection criteria

Conduct telephonic interviews with candidates to assess candidate suitability

Book and coordinate the logistical arrangements for the recruitment and assessments

Compile employee documentation and ensure that HC documentation is timeously and accurately submitted to the relevant stakeholders Assist HCBP with disciplinary enquiry preparations and ad hoc administration. Capture sanctions on the system for record-keeping Capture fingerprints on Lexis Nexis

Loading new employees on Neptune and PeopleSoft systems

Loading new employees on Neptune and PeopleSoft systems

Automotive Service Advisor

Hyundai SA | 2019 – 2022

To maximize service sales by using professional sales techniques

To ensure the security of cash taken

To create customer confidence in the brand by ensuring professional and knowledgeable performance

To ensure the highest level of efficiency and courtesy when dealing with the customer

To record customer's details and requirements accurately by means of a Job card

To record and update service history and vehicle details accurately

Customer Service Consultant

Woolworths Financial Services | 2011 – 2017

Handling inbound calls relating to customer queries about billing, credit card activations, and loan top-ups and withdrawals

References

Lorichen Paramoer-Civils2000 Group Mentor

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Luleka Kwaaiman - Metropolitan Life

Manager/HCBP

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Warren Van Wyk- Service Manager at Hyundai.