

CURRICULUM VITAE OF SIBONELO PATRICK MSIMANGO

King Dingizulu Street, steadville, Ladysmith, 3373

PERSONAL DETAILS

Names : Sibonelo Patrick
Surname : Msimango
Date of birth : 97/07/23
ID Number : 9707236055084
Nationality : South African
Marital Status : Single
Drives License : None
Languages : Isizulu, English and isiSwati
Cell Number : 0637114014
Email : sibonelonkonyane24@gmail.com

EDUCATIONAL QUALIFICATION

KwaNotshelwa high School : Grade 12(MATRIC)
Subjects : Isizulu
English
Mathematics
Life Orientation
Accounting
Economics
Business studies

MNAMBITHI TVET COLLEGE

- NATIONAL DIPLOMA IN HUMAN RESOURCE MANAGEMENT

WORKING EXPERIENCE

UKUPHILA WELLNESS CENTER : Sales person
Mr M Mzobe : 0638286795

ADYSMITH REGIONAL HOSPITAL HR

(01/04/2021 – 30/09/2022)

RECRUITMENT SECTION (Duties)

- Receiving application form /CV for applying candidate
- Assisting in short-listing of candidate
- Assisting in interviews of selection process
- Opening new files and closing files once the full has reached 3cm thick
- Writing invitation letters for upcoming interview and also those who were declined
- Dealing with confidentiality matters in good oral ,written, fax, also on emails
- Verification of qualification

HR REGISTRY (Duties)

- Sorting ,opening and dispatching of official documents
- Filling of all HR documentation
- Sorting of payrolls and distribute to relevant pay masters/ and relief pay master
- Draw files as required by human resource personnel
- Sorting of payrolls and distribute to relevant pay masters/ and relief pay masters
- Do general HR registry, ensure that all aspects of records keeping adhere to relevant policies and procedures
- Fill record requests for customers by retrieving files from databases.
- Checking of departmental attendance register
- Making of copies/ Photocopying and faxing of relevant documents
- Doing General registry duties
- Receiving housing form and claim forms
- Sorting claim according to their departments

LEAVE SECTION

- Capturing of leave on system (annual leave, Sick leave, Maternity leave and special leave
- Annotation of leave files
- Filing of leave documents into a file
- Record leave manual, and issuing leave balance to staff
- Filing of leave files.

PLANNING AND DEVELOPMENT SECTION

- Processing daily administrative task and maintenance of HRD records.
- Assisting in developing WSP (work skill plan).
- Capturing of EPMDs Documents on personnel salary system.
- Provide high standard of service to staff within the institution regarding HRD issues and queries.
- Maintain database for training programme.
- Attend to approved applications in IHETDC.
- Attend to bookings for the approved.
- Act as secretary in all IHETDC meetings.
- Monitoring the AET programme.

ALLOWANCES SECTION

1. INSTATE ALLOWANCES.

Capturing of all benefits and allowances on personnel salary system for employees entitled to receive below mentioned allowances as follows:

- Danger allowances.
- Housing allowances.
- Overtime resettlement.
- Rural allowances.
- Night duty
- Sundays
- Public Holidays

2. DEDUCTIONS

- Capturing of Creech and Parking fees to be deducted on pay slips.

1. CHANGE/AMEND BANKING DETAILS

TRANSFER SECTION

- Capturing of nomination of beneficiaries on.
- Updating of personal file with documentation.
- Compiling of nomination of beneficiaries for Client Liaison Office for collection on a monthly basis.
- Processing of cross transfers out to different institution.
- Compiling of submission for transfers to be approved by C.E.O and forwarded to Head Office for capturing.
- Posting of files of transfers to relevant institutions.
- Writing minutes for meetings and filing the attendance register.

RECORDS SECTION

- Faxing and scanning
- Copying
- Drawing files
- Filing files in alphabetical order
- Order cotton
- Opening of staff files

LABOUR RELATIONS DUTIES


- Assisting in investigating Grievances and Misconduct Cases
- Maintain a day to day function of Human Resource staff Relations to ensure provision of high quality service
- Labour peace maintained through resolution Misconduct and grievance
- Proper maintenance of Staff related files
- To ensure transparency as to the progress within our component

SKILLS

- Creativity and problem solving
- Good communication skills at all levels
- Team leadership
- Planning and organizing
- Time management
- Interpersonal skills
- Computer skills, Microsoft office

REFERENCES

Name	Mrs Zanele Ximba
Relationship	Hr Officer
Cell NO	078 362 4629

 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname:
MSIMANGO

Names:
SIBONELO PATRICK

Sex:
M


Nationality:
RSA

Identity Number:
9707296066084


Date of Birth:
20 JUL 1997

Country of Birth:
RSA

Status:
CITIZEN



Signature:
Sibonelo Patrick Msimango



Conditions: **Date of Issue:**
17 OCT 2018

This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997

This card remains valid in the Department of Home Affairs
for as long as the holder's personal details remain the same



RSA

9707296066084





REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

SIBONELO PATRICK MSIMANGO

Identity number 9707236055084

Exam number 5161121260088

Subject	%	Achievement level
IsiZulu Home Language	69	5
English First Additional Language	62	5
Mathematics	34	2
Life Orientation	76	6
Accounting	37	2
Business Studies	44	3
Economics	40	3
*****	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to 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 2016

M. S. LAKOMETSI
Chief Executive Officer

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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

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health

Department:
Health
PROVINCE OF KWAZULU-NATAL

REPUBLIC OF SOUTH AFRICA

REPUBLIEK VAN SUID-AFRIKA

Department / Administration Departement / Administrasie	Address Adres
HEALTH	LADYSMITH REGIONAL HOSPITAL PRIVATE BAG X9928 LADYSMITH 3370

CERTIFICATE OF SERVICE

(Issued without alterations or erasures of any nature)

DIENSSERTIFIKAAT

(Uitgereik sonder verandering of uitdrapping van enige aard)

Surname Van	MSIMANGO	Address 8 KING DINGIZULU RD , 8 STEADVILLE 3373
First Names Voorname	SIBONELO PATRICK	
Identity Number Identiteitsnommer	9707236055084	

In compliance with your request, it is hereby certified that according to the records of this department you were employed in the Public Service in the capacities and for the periods indicated hereunder:

Ooreenkomstig u versoek word hierby gesertifiseer dat u volgens die records van hierdie department, vir die tydperke en in die hoedanighede hieronder aangedui, in die Staatsdiens werksaam was:

Department/Administration Departement/Administrasie	Rank Rang	From Vanaf	To Tot	Reason for termination of service Rede vir diensbeëindiging
KZN HEALTH:LADYSMITH REGIONAL HOSPITAL	HUMAN RESOURCE MANAGEMENT IN- SERVICE TRAINEE	01/02/2021	30/09/2022	CONTRACT ENDED
 				
Departmental date stamp Departementssele datumstempe	<div data-bbox="194 1742 636 2042" data-label="Image"></div> <div data-bbox="958 1832 1123 1915" data-label="Text"></div>			
	For Head of Department/namens Departementshoof			



D10125196

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL *N* DIPLOMA
HUMAN RESOURCES MANAGEMENT

AWARDED TO

MSIMANGO SIBONELO PATRICK

IDENTITY NUMBER

9707236055084

WITH EFFECT FROM

2022/10/01

MINIMUM TRAINING PERIOD: 3 YEARS

* INDICATES DISTINCTION

COMPUTER PRACTICE	N4		
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT	N4	N5	
INTRODUCTORY ACCOUNTING	N4*		
LABOUR RELATIONS	N5	N6*	
MANAGEMENT COMMUNICATION	N4		
PERSONNEL MANAGEMENT	N4	N5	N6
PERSONNEL TRAINING	N5	N6	
*****	*****		


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



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SERIAL NUMBER

D 10125196

