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 HOSEITAL HA

(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.

Management strengt and the property of the pro

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. MSTATEDEDITION

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

1. CHANGE/AMEND BANKING DETAILS

EXELECTED AND SECURIOR

- · 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.

REPORTSISHOURION

- Faxing and scanning
- Copying
- Drawing files
- Filling 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

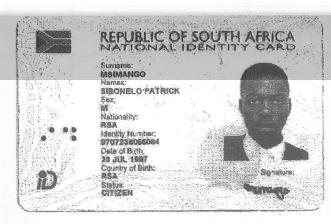
- Creativity and problem solving
- Good communication skills at all levels
- Team leadership
- Planning and organizing
- Time management
- Interpersonal skills
- Computer skills, Microsoft office

REFERENCES

Name Mrs Zanele Ximba

Relationship Hr Officer

Cell NO 078 362 4629



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National Senior Certificate

Awarded to

SIBONELO PATRICK MSIMANGO

Identity number 9707236055084

Exam number 5161121260088

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

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. LAKOMETS

Chief Executive Officer

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 AFR

REPUBLIC OF SOUTH AFRICA		REPUBLIEK VAN SUID-AFRIKA			
Department / Administration Departement / Administrasie		Address Adres			
HEALTH		LADYSMITH REGIONAL HOSPITAL PRIVATE BAG X9928 LADYSMITH 3370			
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Surname Van	MSIMANGO	Address			
First Names Voorname	SIBONELO PAT				
Identity Number Identiteitsnommer	9707236055084				
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KZN HEALTH:LADYSMITH REGIONAL HOSPITAL	HUMAN RESOURCE MANAGEMENT IN- SERVICE TRAINEE	01/02/2021	30/09/2022	CONTRACT ENDED	

Departmental date stamp
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REGIONAL HOSPITAL

MAN RESOURCE MA

For Head of Department/namens Departementshoof



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 N₅ N6

PERSONNEL TRAINING N5 N6

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

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