MISS

YONELA PENNY NGXAKAZA

CONTACT

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- 202 Emkhatini ,Tembisa, 1632 ,Gauteng
- 0738888828
- South African

SKILLS

- Strategic Thinking
- Adaptability
- Coaching
- Decision making
- Conflict resolution
- Problem solving
- Networking
- Communication

LANGUAGES

- IsiXhosa Home Language
- English
- IsiZulu

REFERENCES

NOMSA SAMBO, Director
Heavy Plant Hire Pty Ltd
info@heavyplanthire.co.za
0662163524

NOLUTHANDO MALINGA , Team leader
Rage SA
0844976638

NDAEDZO MUKANGANE, HRBP
SterKinekor Theatres
ndaedzom@sterkinekor.co.za
0605772683

PEGGY HLAHLA, HR MANAGER
Leafy Space
hr@leafyspace.co.za

OBJECTIVE

Proactive and detail-oriented Junior HRBP with over 3 years of experience in recruitment and onboarding, policy implementation, handling HR queries, HRIS systems and has a keen interest in fostering positive employee relations.

PROFESSIONAL EXPERIENCE

JUNIOR HUMAN RESOURCE BUSINESS PARTNER

Heavy Plant Hire Pty Ltd . Emalahleni | June 2025 - present

•Talent Management: conduct recruitment , onboarding, career development, talent reviews, and succession planning.
•Employee Relations: Support senior HRBP with coaching managers on performance, absence, welfare, and conduct; mediate issues, handle grievances, and promote positive workplace culture.
•HR Operations: Ensure HR processes are followed, maintain updated records, and assist with general HR administration.
•Strategic Support: Help implement HR policies, support workforce planning, and contribute to organizational development initiatives.
•Data & Reporting: Analyze HR data (e.g., attrition, engagement) and provide reports to support decision-making.
•Change Management: Assist in implementing HR-related changes and initiatives.
•Compliance: Ensure adherence to employment laws and company HR policies.

HR RECRUITER

Rage SA . Modderfontein | May 2024 - April 2025

•Assist with recruitment selection process •Screen applicants to ensure compliance of position requirements
•Coordinate staff planning for current and new stores within my portfolio stores
•Forward shortlisted applications to the relevant departmental heads for evaluation
•Ensure all vacancies are filed with the suitabe candidates within the targeted time
•Summarizes C V's for easier evaluation by departmentheads
•Conducting new employee induction training
•Interview suitable candidates
•Provide feedback to line manager and HRM
•Prepare and maintain accurate weekly records and reports
interviews
•Assist with all adhoc requests within the HR departments based on operational requirements

HR INTERN

SterKinekor Theatres. Sandton | July 2023 - March 2024

Assist in the recruitment process by Sourcing candidates, reviewing resumes and scheduling
•Help maintain HR records and data bases, ensuring accuracy and confidentiality
interviews
•Support HR team in Conducting new hire orientation and onboarding activities issues
•DataCapture
•Filing
•Assisting with Time and Attendance registers
•Printing and capturing Payroll input
•Drafting employment contracts
•Assist with organizing and coordinating training and development programs for employees
•Assist with employee relations matters including conducting investigations and documenting

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- Booking MIE fingerprints checks appointments
- Updating and adding new employee profile on SAGE300

HR ADMIN INTERN

Leafy Space Pty ltd. Kempton Park | February 2022 - January 2023

- DataCapture
- Assisting with induction and on boarding of new employees
- Drafting and printing Contracts of employment,termination letters and contract extensionletters
- Printing Time and attendance registers
- Adding new employees on SAGE300
- Assisting with payroll input
- Printing interview guides and candidateCV
- Completing Labor documents ie.UI19 and Salary schedule
- Scheduling and attending interviews
- Updating employee profile on SAGE300
- Taking meeting minutes
- Assisting employees with general HRqueries
- Shortlisting candidates for interviews
- Printing Payslips

EDUCATION

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

Tshwane University of Technology . Emalahleni | January 2019 - December 2021

RECRUITMENT SKILLS CERTIFICATE

Oxford Home Study Center . Online | January 2024 - March 2024

NATIONAL SENIOR CERTIFICATE

Phomolong Secondary School . Tembisa | January 2013 - December 2017