ADOLPHIN MONARENG MOGALE

Human Resource Management

Contact

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Email Address:

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Driver Licence: C1

Education

Lehlabile High School

Grade 12

Ekurhuleni West Tvet College

Human Resources Management

N4 – N6

Diploma in Human Resource

Majors: Personnel Training

Computer Practice

Communication

Labour Relations

Entrepreneur And Business

Management

Objective

A creative and innovative thinker with 1 year 6 months experience in human resource management, goal setting abilities combined with communication, interpersonal skills. Self-motivated with the ability to excel in fast paced environment, communicate effectively at all level: manage competing priorities and adapt readily to new challenges. Enjoying working in a multicultural and vibrant team and look forward to making a difference in a global HR team.

Experience

01 April 2023 – 30 September 2024

Human Resource Intern – Ekurhuleni Health District, Isabella Dental Clinic

Responsibilities:

- Human resources planning, selection & recruitment
- Leave management & PILIR
- PMDS management
- Management recruitment and selection

Key Skills

- Training And Development
- Project Management
- Communication And Software Skills
- Project Management
- Problem Solving
- Resolution

- management of overtime & RWOPS
- Preparing mandates to E-gov
- Manage termination, retirements, transfers, absenteeism, and grade progression.
- Processing and submission of all hr duties
- Managing registry, payroll and salary advises
- Implement conditions of services
- Advice & assisting in housing and withdrawals of government employees.
- Long service recognition
- Capturing leave on persal
- Knowledge of persal

communication

Implemented new procedures and technologies that improved efficiency and streamlined operations.

ADDRESS

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Tembisa

1632

References

Mr. Tshizumba M. H

(HR Manager) Assistant Director

Ekurhuleni Health District

Contact: 081 044 6549 / 011 565 5167

Email Address: Mathews.Tshidzumba@gauteng.gov.za

Ms Maluleke A.C

HR Clerk

Ekurhuleni Health District

011 565 5174 / 081 279 6420

Email: akani.maluleka@gauteng.gov.za

Ms. MR Kolweni

Hr Manager Assistant Director

0835502714/ 081 040 5972

Ekurhuleni Health District

Email: Mpho.Kolweni@gauteng.gov.za