Gomolemo Simelane
+27 764 53 8450
gomolemosimelane@gmail.com
Pretoria, Gauteng, South Africa

Professional Summary

Bachelor of Commerce in Law graduate with a major in Human Resource Management (Class of 2023). Reliable and detail-oriented individual with strong communication and organisational skills. Experienced in recruitment support and retail customer service. Quick to adapt, thrives under pressure, and committed to contributing meaningfully to team success. Seeking opportunities that offer growth and impact.

Key Skills

- Recruitment Support & Administration
- E-Procurement Systems
- Customer Service
- Data Entry & Record Management
- Time Management & Punctuality
- Microsoft Office Suite
- Team Collaboration
- Problem Solving
- POS Operations & Inventory Control

Work Experience

Business Support Associate
TalentHub International (Tempest Social Work – UK Recruitment Agency)
Pretoria, South Africa | April 2025 – Present

- Provide administrative and operational support for the international recruitment of social work professionals.
- Manage candidate data across multiple **e-procurement systems**, ensuring timely uploads and compliance with UK hiring standards.
- Upload and maintain candidate profiles to enable interview scheduling and hiring opportunities with UK-based clients.
- Collaborate with internal teams to ensure accurate documentation, candidate tracking, and workflow management.
- Contribute to a streamlined recruitment pipeline by maintaining system integrity and supporting candidate readiness.

Retail Assistant (Casual)
S&K Showroom Pty Ltd — 2018
Reference: Bhadresh (Store Manager) | 060 402 5149

- Provided excellent customer service by assisting shoppers with product inquiries and selections.
- Operated POS system for sales transactions, returns, and exchanges.
- Maintained organised and well-stocked shelves; supported inventory control and restocking.
- Contributed to sales growth through upselling and promotional awareness.
- Supported team operations to ensure a clean, welcoming retail environment.

Education

Bachelor of Commerce in Law
Eduvos | Graduated 2022
Major: Human Resource Management

National Senior Certificate
Sisekelo High School, Swaziland | Completed 2017

Languages

- English (Fluent)
- Afrikaans (Basic)
