# CURRICULUM VITAE OF HLAYISEKA TONY BALOYI

## PERSONAL DETAILS

Surname : Baloyi

First names : Hlayiseka Tony

Date of birth : 15 March 1999

Gender : Male

Nationality : South African

Marital status : Single

## CONTACT DETAILS

Residential address : 3902/12 Ext 7 Oakmoor Bongo street Tembisa 1632

Email address : hlayisekaxitsavi@gmail.com

Contact number : 079 766 4463

## SKILLS

- Strong organizational skills
- Excellent communication skills
- Proficiency in Microsoft office suite ( word, excel, PowerPoint)
- Ability to work independently and as part of team
- Familiarity with basic HR principles and practices
- Problem solving skills

## QUALIFICATION

Qualification : Advance Diploma in people performance management

Institution : University of Johannesburg

Year : 2025

Qualification : Diploma in Human Resources Management

Institution : University of Johannesburg

Year : 2021

Institution : Hluvuka high school

Qualification : Grade 12

Year : 2016

**WORK EXPERIENCE**

Organization : Tivumbeni College (Mopani west) Department of Education

Position : Examination Assistant

Duration : 21 October 2025 – 24 November 2025 Reason

: Contract expired

**DUTIES**

- Script handling & control: Receiving, sorting, packing and moving exam scripts within the marking centre.
- Reporting: Reporting to the administrative manager or centre manager and performing any other reasonable tasks assigned.
- Assist with dispatching of scripts to the marking venues
- Ensure each bag of scripts include two copies of MP flow control list of contents, and bag tagged with the correct marking venue colour coded label

Organization : 21ST Century College

Position : HR intern

Duration : 01 March 2022- 01 March 2023

Reason : Contract expired

**DUTIES**

- Assisting with recruitment efforts
- Supporting employee onboarding and off boarding process
- Payroll and benefits supports
- Hr policy and procedures
- General administrative support

Organization : Rivoningo primary

Position : Educational assistant

Duration : 10 December 2020- 30 April 2021

Reason : Contract expired

**DUTIES**

- Assisting with lesson preparation
- Supervise group activities and ensure a positive learning atmosphere

- Providing tailored support to students
- Prepare classroom materials and maintain a tidy learning atmosphere
- Monitor student progress and report back to teachers
- Literacy and numeracy support

**REFERENCES**

Contact person : Baloyi M.P

Position : School principal (Rivoningo primary school)

Contact number : 079 720 9565

Contact person : Tonia Bandi

Position : supervisor (21st century College)

Contact number : 072 338 6750

Contact person : Mahambane M.J

Position : supervisor

Contact number : 082 881 0358