KTVR Bus Service

Michael Mathebula
338 Esangweni Section Tembisa 1632
0739037528 E-mail: mathebula864@gmail.com

07 April 2026

KTVR Head Office,
03 Margaret Avenue, Kempton-Park

Dear Recruitment Manager,

I am writing to express my interest in securing a position of Human Resources Administrator at KTVR Bus Service. From self-analyses, I have reached the conclusion that I am very responsible and hard-working individual. When presented with difficult task, Imeet the challenge to the best of my abilities at all times.

I am self—motivated person who is always willing to exploit my full potential in order to gain knowledge and experience to improve myself at all levels. What I lack in experience and knowledge, I make up with hard work, dedication and determination. I am certain, if given the opportunity, I will be able to contribute positively to your organization.

I am confident that I have the desired capabilities and the right attitude for the nature of the position offered. I look at myself with as a team worker with strong interpersonal skills, written and verbal communication skill and report writing skill.

Enclosed is my resume, which outlines my seven years work experience in Human Resource Officer. Much of the experience acquired over the seven years and has prepared me to deal with challenging situations, when the need arises. I would be entirely glad if you could grant me the opportunity to have a discussion on how I may contribute to your department, at any time to suit your convenience.

Yours faithfully
Michael Mathebula

CURRICULUM VITAE
OF
MICHAEL MATHEBULA

PERSONAL DETAILS

First name	:	Michael
Surname	:	Mathebula
Residential address	:	338 Esangweni Section Tembisa 1632
Contact numbers	:	0739037528
Alternative number	:	0783962942/0786626391
Gender	:	Male
Date of birth	:	1991/03/08
Identity number	:	9103086257089
Nationality	:	South African
E-mail	:	mathebula864@gmail.com
Home language	:	Xitsonga
Other	:	English, IsiZulu and Sepedi
Driver's license	:	Code 10 (C1)

EDUCATION

School Attended	:	Sizwe Secondary School
Highest Grade Passed	:	Grade 12(Senior Certificate)
Year Obtained	:	2011
Subjects	:	English Xitsonga Life Orientation Mathematics Literacy Business Studies Economics

TERTIARY EDUCATION

Institution Attended	:	Ekurhuleni West College (EWC)
Course	:	Human Resource Management
Qualification level	:	National Diploma
Year Completed	:	2019
Subjects passed	:	Entrepreneurship and Business Management Personnel Management Personnel Training Management Communication Computer Practice Labour Relations

WORK EXPERIENCE

Currently working at

Name of the company	:	HIVSA NPC
Position Held	:	Payroll Coordinator
Duration	:	01 July 2024 -Present

Duties performed As Payroll Coordinator (SEF Programme)

- Processing attendance records and biometric data
- Checking payroll information for accuracy and ensuring all relevant paperwork is in order
- Coordinating with HR Manager about changes in payroll e.g. terminations, new hires
- Oversee monthly pay file preparation and issuance of pay slips
- Updating data with wage adjustments locality and site level biometric data
- Handling participant disciplinary issues
- Producing required reports to management upon request
- Supervision of HR Administrators.
- Assisting with implementing and communicating company policies and procedures to participants

WORK EXPERIENCE

Previously working at

Name of the company	:	Insika Foundation NPC
Position Held	:	Human Resource Officer
Duration	:	04 September 2017 to 31 October 2023

Duties performed in Human Resource Department

- Facilitating administration of CWP recruitment, Selection, Conducting Interviews.
- Record keeping and capturing HR related Credentials documents
- Handling queries and complaints via phone, email and general correspondence
- Contract administration and tender applications
- Drafting job advertisements for the organization
- Preparing training materials according to unit standards
- Assisting CWP Participants with Ui19 and Salary Schedule forms
- Confirmation of employment Status for all employees
- Assisting employees on daily basis to apply for leave (Annual, Sick, Family Responsibility and Unpaid Leave).
- Filling System All types of leaves and case dockets and other related employee documents, furthermore, maintaining confidential
- Attending employees case at CCMA
- Ensuring compliance with rules and regulations for organization
- Assisting in drafting and recording the minutes
- Assisting in delivering tender documents
- Organizing and archives records and documents

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- Making copies of paperwork and distribute as needed.
- Retrieving data and files for other departments and personnel.
- Using alphabetical and numerical systems to organize paper and electronic records documents.

REFERENCE

Contact Person	:	Mr Sifiso Innocent Ngwenya
Position	:	Supply Chain Manager
Company Name	:	Insika Foundation NPC
Contact Number	:	082 350 7651

REFERENCE

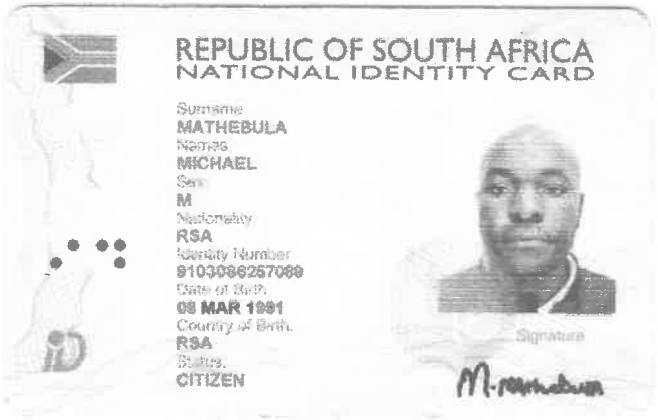
Contact Person	:	Mr Tebogo Lebepe
Position	:	Finance Administrator
Company Name	:	Insika Foundation NPC
Contact Number	:	0794554729

REFERENCE

Contact Person	:	Ms Delphine Dube
Position	:	Human Resource Manager
Company Name	:	HIVSA NPC
Contact Number	:	0114941900 / 0735043490

SKILLS ACQUIRED

- Excellent Communication Skills
- Problem Solving skills
- Resilience
- Ability to work efficiently under pressure
- Computer Skill



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname
MATHEBULA
Names
MICHAEL
Sex
M
Nationality
RSA
Identity Number
9103086257089
Date of Birth
08 MAR 1991
Country of Birth
RSA
Status
CITIZEN

Signature

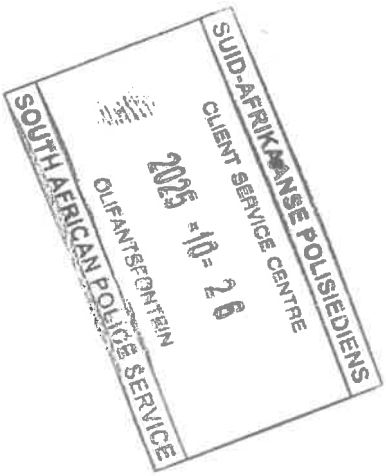


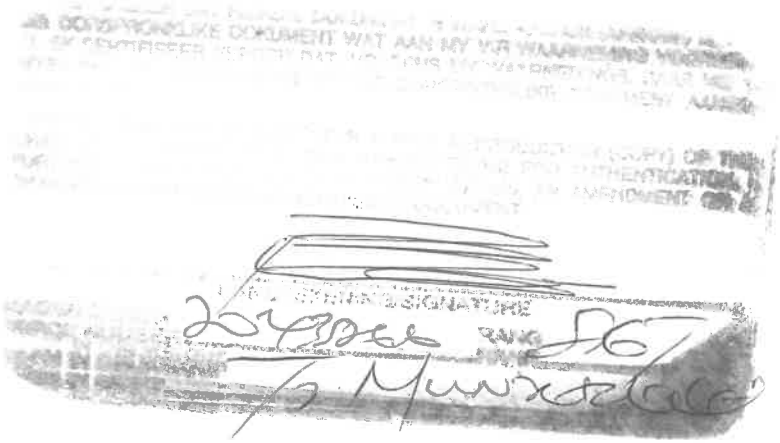
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If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90

Date of Issue
29 JUN 2018

108049849

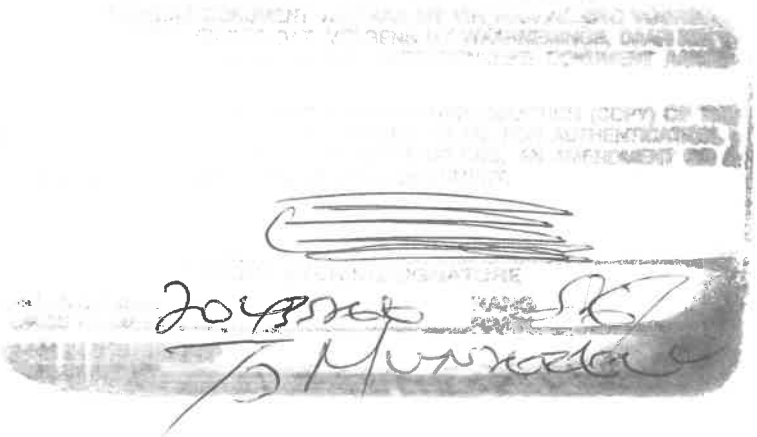





DRIVING LICENCE
SADC
ZA
SOUTH AFRICA
CARTA DE CONDUCAO
MATHEBULA
MALE
C1
0


SUID-AFRIKAANSE POLISIEDIENS
CLIENT SERVICE CENTRE
2025 -10- 28
OLIFANTSFONTEIN
SOUTH AFRICAN POLICE SERVICE


DRIVER RESTRICTIONS
PrDP CATEGORIES
VEHICLE RESTRICTIONS
A
A1
B
C1
C
EB
EC1
EC



DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL N DIPLOMA
HUMAN RESOURCES MANAGEMENT

AWARDED TO

MATHEBULA MICHAEL

IDENTITY NUMBER

9103086257089

WITH EFFECT FROM

2019/02/01

MINIMUM TRAINING PERIOD: 3 YEARS

* *INDICATES DISTINCTION*

COMPUTER PRACTICE	N4	N5	N6
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT	N4		
LABOUR RELATIONS	N5	N6	
MANAGEMENT COMMUNICATION	N4		
PERSONNEL MANAGEMENT	N4	N5	N6
PERSONNEL TRAINING	N5	N6	
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SUID-AFRIKAANSE POLISIEDIENS
CLIENT SERVICE CENTRE
2025 -10- 26
OLIFANTSFONTEIN
SOUTH AFRICAN POLICE SER

Examination Officer

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

QCTO
Quality Council for Trades & Occupations

446927083

SERIAL NUMBER D 10049913

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

SUID-AFRIKAANSE POLISIEDIENS
CLIENT SERVICE CENTRE
SOUTH AFRICAN POLICE SERVICE
OLIFANTSFONTEIN
2025 -10- 26

Awarded to

Michael Mathebula

Identity number 9103086257089

Subject	%	Achievement level
Xitsonga Home Language	53	4
English First Additional Language	48	3
Mathematical Literacy	51	4
Life Orientation	69	5
Business Studies	50	4
Economics	37	2
**********	***	*

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 2011

M. S. Lakometsi
Chief Executive Officer

120 0738 4878 C

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

2971556

(See reverse for more information)

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