

Rebotile Tsitsila Gwangwa

+27620227365



rebotilecharity23@gmail.com



Rebotile Gwangwa



Code 10

N

Results-driven and motivated Human Resources Administrator with experience in executing and coordinating all general Human Resources functions. Effective communicator accustomed to working independently or in group environments, offers strong attention to details, highly professional attitude, excellent problem-solving skills, and well-developed time management abilities.



Skills / Strengths

- Problem solving and critical thinking
- Time Management
- Teamwork
- Self-efficacy
- Proficient in Microsoft excel, Word and Powerpoint
- Personnel file management
- Personnel engagement
- Good understanding of Labour Laws.



Experience

2023-06-19 – 2024-06-19

Human Resource Administrator
BECTON DICKINSON (PTY)LTD

- Provided beneficial support to the Human Resources department with any tasks as required, ensuring that all policies and procedures were fully followed.
- Oversaw all recruitment activities, performed all general Human Resources functions, and conducted new hire orientation.
- Recruited and interviewed new interns and maintained employee databases.
- Handled day-to-day HR administrative tasks, such as filing paperwork, scheduling meetings and preparing reports
- Assisted in the development and implementation of HR policies and procedures.
- Researching, speaking to employees in person, and solving their

issues.

- Drafted minutes of meetings.
- Assisted with training and development for new interns.



Education

2019-2021

Diploma, Boston City Campus and Business College

Johannesburg

- Human Resources Management



Training and Certifications

[08-05-2024]

YES4Youth Work Readiness Training

- Self-awareness
- Work place readiness
- Financial literacy
- Time Management
- Marketing
- Health and wellbeing
- Corporate effectiveness
- Communication
- Innovation
- Customer Service
- Teamwork
- Safety in workplace



References

Name


Brandon Nkabinde

Company

BECTON DICKINSON (PTY)LTD


Contact Details


brandon@blocklabs.co.za



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
GWANGWA
Names:
REBOTILE TSITSILA
Sex:
F
Nationality:
RSA
Identity Number:
0005231019083
Date of Birth:
23 MAY 2000
Country of Birth:
RSA
Status:
CITIZEN



Signature: 

Conditions:

This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997

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

Date of Issue:
13 OCT 2017



107025958





SUID-AFRIKAANSE POLISIEDIENS
CLIENT SERVICE CENTRE
2024 -04- 29
OLIFANTSFONTEIN
SOUTH AFRICAN POLICE SERVICE

EK SERTIFISIER DAT HIERDIE DOKUMENT IN WARE AFDRUK IS EN
DIE OORSPRONKELIKE DOKUMENT WAT BY HANDEK
IS EK SERTIFISEER VERDER DAT
BRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE COPY OF THE
ORIGINAL DOCUMENT WHICH WAS ISSUED TO ME BY THE
FURTHER CERTIFY THAT FROM MY CARETAKING
CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

MAGSNUMMER
FORCE NUMBER
NAAM IN DrukSKRIF
NAME IN PRINT

HANDEK



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

REBOTILE TSITSILA GWANGWA

Identity number 0005231019083

Exam number 8182606460008

Subject

Sepedi Home Language
English First Additional Language
Life Orientation
Dramatic Arts
Tourism
Visual Arts

Achievement

%	level
72	6
55	4
50	4
67	5
44	3
60	5
***	*



This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, 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 2018

M. S. LAKOMETSI

Chief Executive Officer

190 8609 5415 Z



This certificate is issued without alterations or erasure of any kind

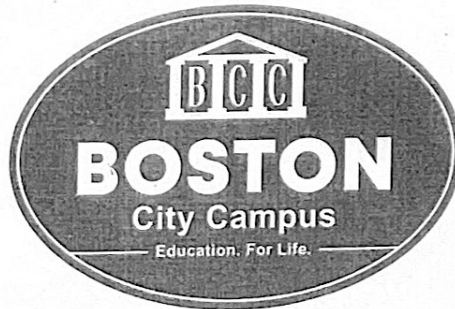


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Council for Quality Assurance in
General and Further Education and Training
South Africa 0150984

(See reverse for more information)



This is to certify that

REBOTILE TSITSILA GWANGWA

ID 000523 1019 08 3

has, in accordance with the Higher Education Act (Act 101 of 1997),
satisfied the requirements to be awarded the

**DIPLOMA (DIP.)
HUMAN RESOURCE MANAGEMENT**

SAQA ID: 90719, NQF (HEQSF) Level 6 Minimum 366 Credits

on this 25th day of May 2022.
(Johannesburg)



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I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRESENTATION OF THE ORIGINAL DOCUMENT WHICH WAS ISSUED TO ME BY THE SAQA.
FURTHER CERTIFY THAT FROM MY OWN KNOWLEDGE AND BELIEF NO CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

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Handwritten signature of Registrar
Registrar

Handwritten signature of National Executive
National Executive

Serial No. 19779

OFFICIAL TRANSCRIPT

Registration Date: 2019-02-19
Support Centre: Kempton Park
Enrollment Type: Full Time
Student Conduct: Satisfactory
Financial Standing: Satisfactory
First Name Surname: REBOTILE TSITSILA GWANGWA
Student Number: 54006242
Date of Birth: 2000-05-23
ID or Passport Number: 0005231019083
Method of Delivery: Support Centre
Award: Diploma in Human Resource Management (HDIPHRM2)
SAQA ID, NQF Level, Credits: 90719, HEQSF L6, 366
Quality Council: Council On Higher Education
Date Transcript Issued: 2022-01-11

Year	Semester	Module Code	Module Name	NQF Level	Credits	%	Grade	Comment	Participation
2019	Jan-June	HALP1181	Academic Literacy (HALP1181)	5	14	64	C		Module
2019	Jan-June	HCLT101-1	Computer Literacy Introduction (IPC,WIN,WRD,OLK)	5	16	52	D		Module
2019	Jan-June	HHRM100-1	Human Resource Management 1 (HHRM100-1)	5	20	54	D		Module
2019	Jan-June	HPR1181	Public Relations 1 (HPR1181)	5	16	55	D		Module
2019	July-Dec	HAPS1181	Applied Psychology 1 (HAPS1181)	5	16	51	D		Module
2019	July-Dec	HCLT102-1	Computer Literacy Advanced (Spreadsheets Spreadsheets Advanced Database Presentation Graphics)	5	10	63	C		Module
2019	July-Dec	HFOA100-1	Fundamentals of Accounting (HFOA100-1)	5	14	58	D		Module
2019	July-Dec	HHRD100-1	Human Resource Development 1 (HHRD100-1)	5	16	62	C		Module
2020	Jan-June	HHRM200-1	Human Resource Management 2 (HHRM200-1)	6	16	92	A		Module
2020	Jan-June	HBMN100-1	Business Management 1 (HBMN100-1)	5	16	69	C		Module
2020	Jan-June	HLWC1181	Commercial Law 1 (HLWC1181)	5	8	77	A		Module
2020	Jan-June	HPSW200-1	Workplace Psychology (HPSW200-1)	6	20	66	C		Module
2020	July-Dec	HSEC200-1	Socioeconomics (HSEC200-1)	6	20	70	B		Module
2020	July-Dec	HLWL200-1	Labour Law & Industrial Relations 1 (HLWL200-1)	6	12	57	D		Module
2020	July-Dec	HHRD200-1	Human Resource Development 2 (HHRD200-1)	6	16	61	C		Module
2020	July-Dec	HHWPT1161	HIV Workplace Policy And Training 1 (HHWPT1161)	5	16	59	D		Module
2021	Jan-June	HHRM300-1	Human Resource Management 3 (HHRM300-1)	6	16	61	C		Module
2021	Jan-June	HAPR300-1	Applied Research Methods (HAPR300-1)	6	14	77	A		Module
2021	Jan-June	HBMN201-1	Business Ethics (HBMN201-1)	6	16	57	D		Module
2021	Jan-June	HBMN301-1	Project Management (HBMN301-1)	6	20	73	B		Module
2021	July-Dec	HLWL300-1	Labour Law & Industrial Relations 2	6	14	57	D		Module
2021	July-Dec	HCLT104-1	Computerised Payroll (HCLT104-1)	6	10	65	C		Module
2021	July-Dec	HHRD300-1	Human Resource Development 3 (HHRD300-1)	6	16	88	A		Module
2021	July-Dec	HWDHR300-1	Work Integrated Learning DIPHRM (HWDHR3171)	6	14	80	A		Module

Number of Records:24

The student has completed the qualification in accordance with the Higher Education Act(Act 101 of 1997) and graduated
This Official Transcript is issued without alteration and with signature.

I hereby declare that for the duration of his/her studies with the institution; the student's conduct was satisfactory.

HET-Grade Descriptors		
A	75-100%	Distinction
B	70-74%	
C	60-69%	
D	50-59%	
F	0-49%	Failed / Not Yet Achieved
E	Exempt	



2022-01-11

Johannesburg

Date:

Registrar

Transcript Number:

172692

Certificate Serial Number

A student must obtain a Final Module Grade of 75% to pass Computer Literacy Modules, prior 2018.

This document may print over multiple pages.
247 Louis Botha Avenue, Orchards, 2192, Johannesburg, South Africa
 (+27) 011 551-9000, student.records@boston.co.za

Boston City Campus (Pty) Ltd. Reg. No. 1996/013220/07 is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, Act No. 101 of 1997. Registration Certificate no. 2003/HE07/002.

YES Programme Sponsor: BECTON DICKINSON (PTY)LTD

23 May 2024

Youth Employment Service Reference Letter: Rebotile Tsitsila Gwangwa (0005231019083)

To whom it may concern,

This letter serves as a confirmation that Rebotile Tsitsila Gwangwa participated in the Youth Employment Service (YES) programme for a 12-month quality work experience.

Rebotile Tsitsila Gwangwa commenced work on 19 June 2023 as a Human Resource Administrator. This YES programme was sponsored by BECTON DICKINSON (PTY)LTD.

The YES programme provides youth with practical work experience and skills development through our YES4Youth online learning platform specially developed to equip youth with work readiness and entrepreneurship skills.

YES4Youth Skills Learning

YES Youth receive access to YES's online learning platform which promotes skills development that are crucial to workplace and lifelong success such as work readiness and entrepreneurship skills. In total, Rebotile spent a minimum of 20 hours learning on YES's online learning platform.

Yours sincerely,
Youth Employment Service

Disclaimer: This is an automatically-generated document from Youth Employment Service based on data available for the YES Youth during their YES programme.



**YES
4YOUTH
.CO.ZA**

Certificate of Completion

This is to certify that

Rebotile Tsitsila Gwangwa

(ID: 0005231019083)

Has successfully completed the Youth Employment
Service quality work experience programme.



19 June 2024

Date

A handwritten signature in dark ink, appearing to read 'Ravi Naidoo'.

Ravi Naidoo
Chief Executive Officer

YES is a business-led collaboration with government and labour.
Company Registration: 2017/267641/08 | www.yes4youth.co.za