



# Zinhle Sebothoma

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Human resources consultant , Human Resources assistant & Team Lead Administrator .

My previous roles have allowed me to cultivate strong interpersonal and communication skills, which have proven instrumental in building rapport with colleagues at all levels and resolving conflicts with tact and diplomacy.

- I have developed a diverse skill set that encompasses recruitment, employee relations, performance management, training and development, and HR policy implementation.
- I have years of experience supporting junior & senior staff including executives.
- Years of experience in fostering a positive workplace culture.
- Facilitated reports that enhance business decisions.
- My empathetic nature and strong communication skills enable me to build positive relationship.
- I have a can do attitude.

Preferred occupation **HR specialists**  
Management, human resources jobs

Preferred work location **Johannesburg**  
Gauteng

## Contacts and general information about me

Day of birth **1976-12-03 (49 years old)**

Gender **Male**

Residential location **Johannesburg**  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period	<b>nuo 2008.04 iki 2013.06</b>
Company name	Standard bank
You were working at:	Training
Occupation	Learning Facilitator
What you did at this job position?	<ul style="list-style-type: none"> <li>Trained adult learners in classes, workshops and via remote learning programs.</li> <li>Simplified complex theory through clear, relevant teachings.</li> <li>Monitored and quickly implemented required curriculum changes.</li> <li>Individualized instruction and tutoring to match student knowledge and skills.</li> <li>Created lessons to lay out foundational theories and concepts and ready students for advanced topics.</li> <li>Taught practical lessons in home loans to develop applied learning.</li> <li>Tutored students in one-to-one and small group sessions to progress learning.</li> <li>Logged student grades, attendance, and participation in LMS.</li> <li>Adapted classes to meet requirements of special needs.</li> <li>Organized materials and spaces to support student learning and engagement for optimum learning.</li> </ul>

Working period	<b>nuo 2013.06 iki 2016.05</b>
Company name	Standard Bank Learnerships
You were working at:	Banking
Occupation	Learnerships Team Lead
What you did at this job position?	<ul style="list-style-type: none"> <li>Arranged schedule and delivery for advanced training by external providers.</li> <li>Facilitating contracting sessions with new learners on company policies and procedures.</li> <li>Manage on &amp; off boarding documents for learners.</li> <li>Manage compliance.</li> <li>Allocated resources, budgets, and trainers to meet program goals.</li> <li>Maintain and update correct records on LMS for all training experiences and all Delegates.</li> <li>Team Lead to new staff members.</li> <li>Facilitating human resource contracts</li> <li>Conducting performance evaluations, updating key performance indicators</li> <li>Event management</li> <li>Take accurate and comprehensive notes at meetings.</li> <li>Plan travel, including flights, accommodation, and ground transportation.</li> </ul>

Working period	<b>nuo 2016.06 iki 2022.04</b>
Company name	Standard Bank
You were working at:	Banking
Occupation	Learning & Development Activator
What you did at this job position?	<ul style="list-style-type: none"> <li>Arranged schedule and delivery for advanced training by external providers.</li> <li>Administered course content and attendance utilizing learning management system.</li> <li>Proactively support Learning Partner in promoting, marketing, and activating training solutions</li> <li>Grow workplace potential by improving productivity levels, motivation by encouraging the use of digital libraries (Salesforces, Degreed &amp; LinkedIn) as a tool to address critical learning issues.</li> <li>Reduced training costs by driving the use of digital libraries.</li> <li>Led high-quality workshops and virtual training to deliver relevant, fresh content for our stakeholders.</li> <li>Collaborate with Procurement Team in selecting a list of preferred suppliers for L&amp;D and ensure that businesses adhere to the procurement governance.</li> <li>Measured quality and effectiveness of training programs using established methods.</li> <li>Outsourced suppliers to ensure learning goals are met and that learning experiences are still relevant.</li> <li>Provide learning analytical reporting to the business areas in support of supplying deeper in sight and improved decision making.</li> </ul>

### **Education**

Educational period	<b>nuo 1997.01 iki 2000.12</b>
Degree	Degree
Educational institution	Rhodes University
Educational qualification	Social Science
I could work	at any Financial Institution & Telecoms space

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

### **Computer knowledge**

Canva
Office 365 Microsoft
Powerpoint
Excel
Power BI
LMS
Virtual

### **Additional information**

Your hobbies  
Gardening  
Watching TV  
Travelling  
Cooking

Driver licenses  
B Light Vehicle  $\leq$  3,500kg

Driver license from  
2010-03-00 (15 years)

Salary you wish  
40000 R per month

How much do you earn now  
33469.27 R per month