# C u r r i c u l u m V i t a e

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| **PERSONAL INFORMATION** |

**Title:** Mr

**Full Names:** Ndibulele Khayelihle

**Surname** Lusaseni

**Date of Birth**: 24 April 1989

**Identification Number:** 8904245711089

**Home Address:** 105 Reef Acres

 Myrtle Road

 Krugersrus

 Springs- Johannesburg

**Nationality:**  South African

**Race:** African

**Gender:** Male

**Home Language:** Isixhosa

**Driver’s Licence:** Yes (C1)

**Own Transport:** Yes

**Contact Details 083 241 8263 / 031 361 6899**

**Email address:** **ndibuzizi@gmail.com** **or** **ndibuzeezy@gmail.com**

**Extra-Mural activities Networking, Designing, Reading and Sports**

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| **EDUCATION AND TRAINING** |

**Qualification: National Diploma Human Resource management**

**Institution:** Nelson Mandela Metropolitan University

**Year:** 2012

**Subjects**: Management of Training III

Personnel Management III

 Business Management III

 Industrial Relations II

 Communication A

 End-User Computing

 Accounting for HR practitioners

**Qualification: B-Tech Human Resources Management**

**Institution:** Nelson Mandela Metropolitan University

**Year:** 2015 to date

**Subjects**: Management of Training IV (Pending)

Personnel Management IV

 Organizational Behavior (Change Management)

 Industrial Relations

 Research Methodology (Pending)

Strategic Management (Pending)

**Qualification: Certificate: Numerical Skills for business**

**Institution:** UNISA

**Year:** 2014

**Qualification**: **Certificates:**

 **Skills Development Facilitator certificate**

 **Facilitation certificate**

**Assessor certificate**

**Moderation certificate**

**Institution**: Inkwazi Learning Network

**Year**: 2017

**Other Training**

* SAP PD and LSO training
* Skills Development facilitator
* Recruitment and selection
* Supervisory development
* Emotional Intelligence
* Train the Trainer Course
* Health and Safety Course
* Employment Equity course
* HR e-Filing
* WSP/ATR Train the Trainer
* IDP Train the Trainer
* Fundamentals of Project Management

**Other Skills**

* Excellent verbal & written communication Skills
* Supervisory Skills
* Attention to detail
* Recruitment and Selection Skills
* Assertiveness
* Change management & Innovation member
* Planning & Organizing Skills
* Presentation skills
* Emotional Intelligence
* Research skills
* Analytical skills
* Project Management Skills

**Membership**

* South African Board of Personnel Practitioners

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| **COMPUTER SKILLS** |

* Ms Office package - Advanced
* Ms Outlook 2013
* SAP LSO
* SAP PD
* SAP Production

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| **EMPLOYMENT HISTORY** |

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| **Company** | **Position** | **Date of employment** |
| Skills For Sho Training and Development | Director : self-employed | **01 September 2015**  |
| Transnet Port Terminal – Durban | Skills Development Facilitator | 1 May 2013 – Dec 2017 |
| Transnet Port Terminal– PE  | Chief Administrator | 1 April 2012 – May 2013 |
| Transnet Port Terminal – Ngqura  | HR Training Administrator | 3 January 2011 – March 2012 |
| Transnet Port Terminal– PE | HR Intern | Sept 2010 – Dec 2010 |
| Thubelihle Computer College | Training Facilitator | Jan 2010 – June 2010 |

**Company:** Transnet Port Terminals

**Position: Skills Development Facilitator**

**Employment Period:** May 2013 to Dec 2017

**Main Job Functions:**

**Training**

* Employment Equity & Skills Development,
* Succession planning principles,
* Capturing and compiling reports (NSDS per quarter, Dept of Labour report, WSP, Annual Training Report & EE reports monthly)
* SAP LSO records management system, Quality Management System maintenance.
* Training Co-ordination and implementation.
* Record keeping and filing and Skills Audit through gap analysis.
* Bursary administration through SAP system
* Feeder channel Management (Learnerships, Section 28, Technical trainees & Apprenticeships)
* Applying for Discretionary grants and Mandatory Grants
* Individual Development Plan management and facilitation
* Planning and Organising inductions
* Facilitation of the training plans
* Interaction with internal and external service providers

**Recruitment and Selection**

* Responsible for filling bargaining unit vacancies
* Liaise with line managers about positions that need to be filled
* Create requisitions
* Advertising of vacancies
* Admin related to recruitment
* Conduct inductions
* Coordinate EE and Skills Meetings
* Closing vacancies on the system (E-recruitment)
* Conduct Interviews
* Recommend and Offer

**Payroll and Administration**

* Signing of contracts & Payroll related documents
* Appointment on the system (SAP)
* Medical Aid Facilitation
* Time and attendance monitoring
* Pay administration

Currently Self-Employed

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**Company:** Transnet Port Terminals

**Position: Training Chief Administrator (PE Terminal)**

**Employment Period:** 1 March 2012 to May 2013

**Main Job Functions:**

**Training**

* Employment Equity & Skills Development,
* Succession planning principles,
* Capturing and compiling reports (NSDS per quarter, Dept of Labour report, WSP, Annual Training Report & EE reports monthly)
* SAP LSO records management system, Quality Management System maintenance.
* Training Co-ordination and implementation.
* Record keeping and filing and Skills Audit through gap analysis.
* Bursary administration through SAP system
* Feeder channel Management (Learnerships, Section 28, Technical trainees & Apprenticeships)
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**Company:** Transnet Port Terminals

**Position: Training Administrator**

**Employment Period: 3 January 2011 – 28 February 2012**

**Main Job Functions:**

**Training and Development**

* Administration duties as an Administrator,
* Booking of employees for Training interventions,
* Ensuring releases from the Managers.
* Compiling reports
* Facilitating inductions
* Maintaining Training and Development database
* IDP Capturing
* Arranging training with external service providers.

**Recruitment & Selection:**

* Creating requisitions and advertising positions
* Running the recruitment process - Shortlist, Set up interviews, arrange medical checks, criminal checks and reference checks
* Recommend and offer
* Issue relevant correspondence

**Company:** Transnet Port Terminals

**Position: HR Intern**

**Employment Period:** 20 September 2010 – 31 December 2010

**Main Job Functions:**

* Facilitate and ensure training takes place.
* Keep track of training records, Individual Development Plans.
* Running training Databases such as SOP and legal compliance.
* Keeping filing system up to date and an online system QMS.
* Facilitate induction
* Recruitment and Admin duties.

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**Company:** Thubelihle Computer College

**Position: Training Facilitator**

**Employment Period:** 1 January 2010 to 31 June 2010

**Main Job Functions:**

* Facilitate students during their computer training sessions.
* Ensure training progress,
* Keep track of their training records,
* Develop training plans per session,
* Maintain training Databases.

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| REFERENCES |

NAME Phumeza Tisani

Contact Details 031 361 3361/083 288 9797

POSITION HELD Talent Manager

NAME Hasheem Haupt

Contact Details 031 361 6679/073 099 0233

POSITION HELD Skills Governance Manager

NAME Lulekwa Mbinqo

Contact Details 041 507 1743/060 537 5791

POSITION HELD Rem and Admin Manager