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**Nwabisa Xhasa**

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**As a young professional I describe myself as someone who enjoys working with people and see them develop their capabilities. I thrive in social settings and enjoy working in diverse and flexible groups. As people orientated, I enjoy working in a team and partaking in tasks that rely on an artistic approach, enabling me to use my interpersonal and communication skills.**

**I aspire to become a registered Psychometrist whilst working in Talent Acquisition.**

**EXPERIENCE**

Aug 2022 –Current **Capitec Bank Cape Town, South Africa**

**Talent Acquisition Specialist**

* Partnering with various segments of the business to provide an end-to-end recruitment & selection service in accordance with the applicable approved policies/ procedures/ legislation/ best practice
* Manage the selection process of various of entry levelpositions across the business (Operations)
* Provide support to internal clients & build effective relationships with stakeholders to ensure internal processes align to HR strategy & company objectives
* Drive diversity & transformation plan to ensure we align to the EE objectives of the organisation
* Support the Talent Pipeline Management Process to ensure selection process aligns to future profile fit
* Consult on development action plans using assessment tools to bridge development gaps
* Discuss & track internal talent to ensure that there is consistent alignment to the Talent Management Framework
* Consult on current workforce profile, in accordance with approved headcount budget and/ or roll out plan and adjust planning as per headcount/budget requirements
* Monitor turnover by conducting exit interviews to Identify trends and discuss concerns regarding staff retention and how this aligns to employee engagement survey results

May 2022 – July 22 **Distell Cape Town, South Africa**

**Temp HR Admin Controller**

* Recruitment (Interviews, Ref Checks, Lexis Nexis Background Checks, CV Screening, Shortlisting)
* HR Monthly Reports
* Payroll, Time & Attendance (Monthly Department Timesheets, Overtime, Payroll Extracts)
* HR related queries & processing of data on SAP ( Leave & general employee info)
* Biometrics of Employee/Contactorsaccess to building

March 2021 – Jan 22 **Sanlam Johannesburg, South Africa**

**Psychometrist & People Dev Intern**

* Scoring of pre-screening assessments for Financial advisor intake
* Sending out pre-screening results to Field Administrators/Sales Managers
* 15FQ+ Report Writing
* Daily assessment monitoring and tracking
* Candidate briefing of assessments before during and after assessment
* Drawing up of Talent profiles for Performance Management meetings
* Supporting Talent Forum discussions
* Supporting Performance Management, Upskilling and Training
* Providing support for Talent Review Processes
* Using LinkedIn as a source to track and manage Talent Profiles for EXCO

Aug 2020 –Jan 2021 **Vodacom (Temp) Cape Town, South Africa**

**Community Manager in Social Media**

* Answer customer queries on Twitter & Facebook
* Make sure that we carry out good customer service
* Manage and oversee social media content
* Market and do sales over Social Media Platforms

Feb 2020 – May 2020 **Distell Global Head office (Ended due to COVID-19)**

**Talent & Organizational culture Intern**

* Talent reviews
* EVP review (Belonged to a forum that mainly focused on the establishment of a new EVP for the organisation)
* I had a recruiter’s license to recruit on LinkedIn & Career Junction
* SuccessFactors, drawing talent pools on SuccessFactors
* SuccessFactors Administrator (LMS, Recruitment & Performance Reviews)
* Leadership development programme planning (Belonged to a forum that was planning leadership enhancement related programmes for the top leaders of the organization)
* Basic HR Administration (recruitment process, screening, reference check, shortlisting, administrative duties)

**EDUCATION**

Jun 2021 – April 22 **University of Stellenbosch**

*BPsych Programme (Psychometry)*

Jan 2019 – Aug 2020 **University of Western Cape Cape Town, South Africa**

*Honours in Industrial Psychology*

2015 - 2018 **University of Western Cape Cape Town, South Africa**

*Bachelor of Arts, majoring in Industrial Psychology and Politics*

* Relevant Modules include: HR, Labour Relations, Consumer Behaviour, Training & Dev, Organisational Behaviour, Psychometrics, Careers,

2010 - 2014 **Christel House South Africa Cape Town, South Africa**

*National Senior Certificate*

* Subjects covered: Xhosa, English (Home), Mathematics, Business Studies, Life Science, Tourism & L.O

2019/ 07 **SAGE UNIVERSITY**

*Certificates*

* Basic Payroll
* Introduction to Payroll and Legislation Assessment

**LEADERSHIP ACTIVITIES**

**St. Cyprians Church (Anglican)**

**Cape Town, South Africa**

**Guild Committee Member and Volunteer**

* Promote unity within the church through organising prayer meetings and creative activities
* Encourage youth to join the fellowship, and contribute their talents towards worship

**ADDITIONAL INFORMATION**

**Languages** English, Xhosa (Fluent)

**Skills** Microsoft Office (Word, PowerPoint and Excel), Leadership, Public Speaking, Motivational Speaking

**Character Traits** Problem-solver, takes initiative, able to interact with a diverse group of people, confident and independent

**Interests** Art, informative talk shows, Painting

**REFERENCES**

Maretha Riekert **Capitec Bank**

**TAS Team Leader** +27 (0)84 686 8886

Luso Bouwers **Distell**

**HR Manager** +27 (0)72 721 7827

Donna Hewitt-Coleman **Sanlam**

**Talent Specialist (Manager)** +27 (0)82 997 4070

Siviwe Mali **Vodacom**

**Team leader +**27 (0)83 5238020

Nadine Dove **Distell**

**Talent Manager +**27 (0)83 709 3991