

DEIDRE CYNTHIA TUCKS

Human Resource Management Intern

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PROFILE SUMMARY

I am a motivated and dedicated professional with a bachelor's degree in human resource management and work exposure as an HR intern at the Consumer Goods and Services Ombud, eager to embrace new challenges and contribute meaningfully to organizational success. I thrive in collaborative environments, consistently meeting deadlines while delivering high-quality work. With a strong commitment to applying my academic knowledge and skills in practical settings, I aim to align my expertise with the strategic goals of the organization.

EDUCATION

- **National Senior Certificate** Riverside High School | 2021
- **Bachelor of Human Resource Management (with distinction)**
University of Johannesburg | 2024
Awards: UJenius Academic Top 1% (2024)

EXPERIENCE

INTERN|CONSUMER GOODS AND SERVICES OMBUD(CGSO)|April 2025-March 2026

- Assisting with onboarding and maintaining accurate employee records.
- Assisting with training development initiatives for staff.
- Compile training attendance registers
- Providing assistance in payroll adjustments.
- Assisting in organizing a team-building event, contributing to improved employee engagement and collaboration.
- Helping in facilitating employee wellness initiatives, supporting a healthier and more motivated workforce.
- Assist with screening CVs and shortlisting candidates.
- Schedule interviews and coordinate communication with applicants.
- Prepare interview packs and onboarding documentation.
- Maintain and update employee files and HR databases.

ATTRIBUTES

- Quick learner with a strong willingness to adapt
- Excellent communication skills
- Punctual and dependable
- Team-oriented with a collaborative mindset
- Effective time management
- Hardworking and detail-oriented
- Highly organized and efficient
- Proficiency in Microsoft Office Suite
- **Languages:** Southern Sotho, English, Afrikaans

REFERENCES

1.Dotty Dikotla | Human Resource Manager

Cell: 083 212 0682

2. William Mmotong | Human Resource Assistant

Cell: 079 982 9468