



# Veronica Naledi Motsoeneng

Curriculum Vitae (CV)

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

HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION WORK

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth    1994-10-12 (30 years old)

Gender    Female

Residential location                                      West Rand  
Gauteng

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

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

## Work experience

Working period    **nuo 2017.03 iki 2019.02**

Company name    BIDVEST WALTONS

You were working at:                                      Administrators

Occupation    HR AND PAYROLL ADMINISTRATOR INTERN

What you did at this job position?                      Process payroll documents for engagements, terminations, and transfers Loading of documents on VIP e.g., Disciplinary certificates, CCMA Process loan advances Confirm employment. Create and update organograms for the inland region. Scanning of documents to SharePoint and filling documents leave forms, personal details, restraint of trade, letter of appointment, load advances forms, change in status, disciplinary interviews, Garnishees. Send out leave balances to branch administrators and branch managers. Sending exit interviews to employees Create files for employees and printing of employee payslips. Creating new employee numbers and new employees Process payroll changes including new hire & termination paperwork, Process monthly payroll accurately as per deadline dates compiling of UI19. documents and salary schedules for terminated employees. Work hand in hand with Human Resources and assist HR with admin duties. Process payroll documents for engagements, terminations, and transfers

Working period	<b>nuo 2019.02 iki 2023.07</b>
Company name	TIGER WHEEL AND TYRE (CURRENT)
You were working at:	Administrators
Occupation	STORE ADMINISTRATOR
What you did at this job position?	Plan and Organize Resources (co-responsible for Stock Control) Overseeing the Junior Administrator and stand in for Junior Administrator Overseeing the GOA (If applicable to the store) Plan and Organize Resources (co-responsible for Staff control) Daily function/duties of the admin office Respond to Internal Audits and Compliance Checks Debtors, Creditors, General Ledger, Cashbook, HR, and Procurement in conjunction with Head office departments Ensure implementation and adherence to Company Policies and Procedures

### Education

Educational period	<b>nuo 2013.01 iki 2015.12</b>
Degree	Diploma
Educational institution	VAAL UNIVERSITY OF TECHNOLOGY
Educational qualification	NATIONAL DIPLOMA IN HUMAN RESOURCES MANAGEMENT

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sesotho	very good	very good	very good
isiZulu	very good	very good	good

### Computer knowledge

INTERMEDIATE

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2022-08-00 (2 years)
Salary you wish	11000 R per month
How much do you earn now	10000 R per month