



Working period **nuo 2017.04 iki 2018.10**

Company name Labour Hub

You were working at: Administrators

Occupation Payroll Admin Clerk

What you did at this job position? Updating new employees on the system, i.e. uploading, their Personal Information i.e. ID numbers, address, Bank account Details, SARS tax number as well as job description, salaries and Wage input. Ensure salaries are paid on time, distribute salary Pay Slips. Capture +-1500 employees per month uses Simple Pay. Collecting employee's information from timesheet and calculating And processing pay-slips using Simple Pay Administering payroll using Simple Pay program, efficiently Capturing employee's working hours from their timesheet. Entering wages / salary level specifying tax with holdings, bonus Commission and overtime as well as deductions for employee- Paid benefits, so each paycheck current and up to date Keeping track of all employees record i.e. terminating and Renewing employee's contracts on the Simple Pay System

Working period **nuo 2019.01 iki 2020.12**

Company name Kumalo primary School

You were working at: Administrators

Occupation Admin Clerk

What you did at this job position? Photo coping, Emailing, Faxing, Typing : Data capturing, Filling, Uploading learners Marks to SA.SAMS, uploading new learners to SA.SAMS, Answering Phones, Taking Messages, Also Uploading Teachers activities on SACE, E-Filling Assisting on IQMS

**Education**

Degree Certificate

Educational institution Heart Solutios

Educational qualification Certificate in Business Administration

I could work YES

**Education period nuo 2018.01 iki 2019.12**

Degree Certificate

Educational institution ACADEMY OF YORK

Educational qualification CERTIFICATE IN HR ADMINISTRATION

I could work YES

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	fluent	fluent	very good

**Computer knowledge**

Microsoft Office

### Conferences, seminars

NEMISA

SPECCONHOLDINGS

ATINGI COURSE

### Recommendations

Contact person	J.M.MABOA
Occupation	H.O.D
Company	KUMALO PRIMARY SCHOOL
Telephone number	0826575368
Contact person	PRUDENCE NKABINDE
Occupation	HR MANAGER
Company	LABOUR HUB
Telephone number	0674277824

### Additional information

Your hobbies	VALLEY BALL COOKING MUSIC
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-10-00 (2 years)
Salary you wish	15000 R per month
How much do you earn now	10000 R per month