



# Gerhard Rothmann

Curriculum Vitae (CV)

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

Often what would otherwise be a justifiable dismissal is overturned because employers have failed to follow the correct procedures. I provide you with advice including, but not limited to, assisting in drawing up contract, disciplinary code, policies and procedures, ensuring that it's properly implemented and that management is fully trained.

Before all that, did you conduct your Disciplinary Enquiry according to procedure?

Suspended employee if needed, allowing employee to prepare for the Disciplinary Hearing after investigation is concluded and Notice to attend issued, advising the employee of his/her rights, ensuring evidence is available to employee, independent chairperson. I am a specialist in chairing disciplinary hearings and providing training to chairperson's and to the initiator's preparing for the disciplinary hearing.

Industrial Action, Retrenchment and Unions

Assisting in reducing the risk of industrial action and litigation following retrenchment and ensuring that all the necessary procedures are complied with as per the Labour Relations act. Section 189

Unions, both parties are governed by the same rules and regulations as set out in the Labour Relations Act. The question then arises, should we just sign the agreement or negotiate the agreement. When will a trade union be entitled to organisational rights, and what rights are they entitled to. I will assist in full negotiations with any trade union in your industry

Poor Performance Management

The Labour Relations Act allows for a person after probation period to be placed on poor performance management if not performing, I supply a detailed step by step policy, documents and training on poor performance.

Training Courses for Personnel

- Managers
- Supervisors
- Head Housekeepers
- Housekeepers
- Reservations (convert the call)
- Front of House

- Breakfast only

I managed the Staff at Safari Postal and Internet café at Safari Gardens centre.

- Day to Day training of staff.
- Customer service.
- Admin and filing
- Customer service and answering calls
- Printing, Scanning, Faxing and general emails
- Type CV's and documents
- Distributing and sorting of mail
- Binding and laminating
- Customer compliments and complaints

Preferred occupation

**Hotel managers**  
Hotel jobs

**Car drivers**  
Driver jobs

**Labour consultant**  
Law, legal jobs

I strive to provide a service to Employers in the Hospitality and Business sectors. I cover all aspects of Employment Law and provide training to personnel.

Some of the aspects of Employment Law covered by me:

Preferred work location

**Marketing managers**  
Ads, marketing jobs

**Cape Town**  
Western Cape

Grievances

**Witbank**  
Mpumalanga

Grievances MUST be handled as they arise. If they are not they will become much bigger problems. You could end up having to defend yourself at the CCMA or the Labour Court if the employee feels you've done nothing to resolve his or her problem.

Resolve every grievance as soon as reasonably possible. What is reasonable will depend on the complexity of the issues, but make sure you address them all.

The first step to dealing with grievances is to construct a Grievance Policy and Procedure.

**Contacts and general information about me**

Day of birth 1979-06-20 (45 years old)

- Draft your grievance policy

Gender Male

- Investigate grievances lodged by employees

Residential location Rustenburg

- Mediate to resolve grievances

North West

Dismissals & Disciplinary Hearings

When dismissing an employee, the CCMA will look at the following aspects of the Dismissal. Was there an employment contract, an employee needs to be signed on the first day of commencing work

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 2014.07 iki 2017.02**

Company name Guest houses

You were working at: Hotel managers

Occupation General Manager (Housekeeping, reservations) and Human resources

What you did at this job position? When I started at the guesthouses it was a completely new challenge for me, I knew with all my experience I could make a difference in a guest experience staying with us, and I did. MY experience in hospitality showed me that guests are not unreasonable but only expects what he/she is paying for. Whether you are in a group or an individual, listen and understand your guest and plan properly. • I managed 3 Guesthouses in the group. (84 on Fourth – 3 star, Uxolo – 4 Star, and That’s the place. • Breakfast, Individual or group, I have managed to serve cooked breakfast to 31 People across 2 guesthouses in less than 3 Hours with the help of my Housekeepers. I plan and purchase the stock for the guesthouses. • I do spot checks on 34 rooms, upholding the standard I would want to stay in. After all we use guesthouses because we would love to feel home. • Check in of guests (Late check in) and Guest registration forms. • Manage reservations, Online Travel agents - example; Booking.com, Agoda, Travelground, Airbnb, Guest centre, Lekkaslaap etc. • Human Resources manager to 25 staff in the group • Industrial relations Manager, Company documentation, Disciplinary hearings, CCMA • Petty cash, Daily cash ups. • Standby upto 14 nights a month. • July 2014- October 2014 - Human resources manager for the group and Manager for the bar the group owned, The Basement bar, closed down in October 2014.

Working period **nuo 2013.10 iki 2014.06**

Company name Gr Consultants

You were working at: HR specialists

Occupation General Manager, Training Manager, Human Resources Manager, Employment Relations Manager.

What you did at this job position? • Labour law to Corporate companies and individuals • Recruitment Manager Pretoria and Johannesburg area.

Working period **nuo 2008.05 iki 2013.09**

Company name SASBO - The finance Union

You were working at: HR specialists

Occupation Regional organiser

What you did at this job position? At SASBO The Finance Union I always believed that I'm a strong individual that desires to be there for others. At SASBO I recruit new members for the union and also update the union data base, visiting all branches / divisions in my jurisdiction and assist daily in giving advice around labour queries in the Banking environment to our members. I represented members in Disciplinary Enquiries, Grievances, Poor Performance Management Meetings and informal meetings with the Employer and Human Resources. I use to be responsible for the Northern Natal Branch Executive Committee. I'm also used to travelling all over KZN and working under great pressure. The Last year with Sasbo Durban office, I've assisted the MSO in his duties; I mainly focused on Disciplinary Enquiries, Grievances, Poor performance management, consulting with members around Industrial relations concern and assisted at CCMA - Conciliation matters. I'm a team player and if needed I will assist anyone of my colleagues in their duties. **ROLE RESPONSIBILITIES:** • Assistant to the MSO Duties • Recruitment of Members for the UNION • CCMA • Disciplinary Hearings (Procedural and Representation to Members) • Grievances • Assisting members with all levels of Labour queries • Poor Performance management • Human Resources • Assisting in Branch Executive Committee meetings

Working period **nuo 2002.05 iki 2008.05**

Company name Nedbank

You were working at: Banking

Occupation Teller/ Admin clerk/ Credit card specialist/ Call centre/Banker

What you did at this job position? At Nedcor Client Care Centre Card Division, I where 2IC to my Team Leader at Nedcor Client Care Centre. I assisted with all team leader responsibilities; this will also include urgent deliveries as well as follow-ups with clients. From time to time I assisted the Outbound Team as well as the Escalation Helpdesk, when they were short staffed, always willing to assist where I'm needed. I had a respectable role in the Steering committee where I did chair the meetings and had a very active role in creating a better working environment for the agents. I also lead the responsibility for the communications from the Steering committee. **NEDBANK Retail divisions I worked at:** 1. Banker Sales and Services( Enquiries) 2. Banker fulfilment (Back office) 3. Banker Telling (Teller) 4. Assisting Bankers with service Queries **NEDBANK Branches I Worked at:** 1. Nedbank Three Rivers 2. Nedbank Vaal Mall 3. Nedbank La Lucia 4. Nedbank Musgrave 5. Nedbank Brand Road **ROLE RESPONSIBILITIES:** • Bank Teller Duties • Back Office - Admin Clerk, Current, Savings and Investments, DCWC, Nedinform, Safe Custody Assistant • Switchboard • Enquiries • Assisting Bankers in Credit Card queries and clients • Assisting Branch Manager with all queries in the branch • Home Loans

## Education

Educational period                    **nuo 1993.01 iki 1997.11**  
Degree                                    Grade 12 / Matric  
Educational institution                Hoërskool Vanderbijlpark  
Educational qualification             Matric

### Languages

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

### Computer knowledge

COMPUTER TRAINING:Microsoft Word  
Microsoft Excel  
Microsoft Outlook Express  
Microsoft Power point  
Pascal  
Internet Explorer  
Google/Chrome

### Conferences, seminars

18. Nedinform – External transfers
19. Dcwc – Internal transfers
20. 3270
21. Viewer4
22. Electronic Reporting
23. Siyahka Maintance
24. Money Laundering (Diploma)
25. Pnet recruitment training
26. Nightbridge
27. Guestcentre
28. Credit card Machine

Online Travel agents I've worked with.

1. Safarinow
2. Lekkerslaap
3. Tripadvisor
4. Booking.com
5. Rooms for Africa
6. AirBnB
7. Travelground
8. Mister B & B
9. Transfer companies

- I am fully computer literate and willing to learn new software in order to meet any deliverables that is required of me in my job.
- My experience has enabled me to work in almost any field.
- I'm guided by the Labour Act and Work Ethics.

My experience and skills has enabled me to work in any environment and be able to work within any team. I believe that I can add tremendous value to any business should I be given a chance.

### Recommendations

Contact person	Kobus van straaten
Occupation	Regional Secretary
Company	SASBO
Telephone number	0312669533
Email address	kobusvs@sasbodbn.org.za

### Additional information

Your hobbies	Reading and Music
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2005-08-00 (19 years)
Salary you wish	20000 R per month
How much do you earn now	10000 R per month