



Annelie Meyer

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have 15 years + experience in payroll and HR admin.

I have done secretarial duties which include taking and typing of minutes, letters and correspondence for the Human Resources Manager

I am hard working willing to learn, conscious, loyal and diligent.

As confidentiality was always part of my job descriptions I am trustworthy and honest

I can adjust to any work situation and treat all people with the necessary respect and humanity.

Payroll environment always are deadline driven and I comfortable working in such circumstances

I can work as an individual as well as part as a team

If given the opportunity I will proof that I am a asset to any company

I will appreciate if my resume can be reviewed and I be consider for the position available

Preferred occupation General jobs

Preferred work location Bloemfontein
Free State

Bethlehem
Free State

Contacts and general information about me

Day of birth 1971-07-02 (53 years old)

Gender Female

Residential location East 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 2011.04 iki dabar
Company name	Bearings International
You were working at:	Administrators
Occupation	PAYROLL ADMINISTRATOR
What you did at this job position?	Payroll administration and Basic HR Administration □ New engagements: □ Load of new employee on payroll system and ensure all relevant allowance (car allowance etc) and deductions (pension /provident fund, risk benefits etc) is created □ Overtime and other allowance input on payroll □ Overtime, callouts etc □ Update of payroll /personal details □ Change of bank details □ Salary increases □ Adding of permanent deductions or - allowances □ Payment of once off allowance □ Change of personal details □ Loans/advances □ Preparation of eft and sent off to bank for payment □ Loading thereof on the payroll for deduction □ Garnishees □ Load of garnishees and maintenance orders on payroll ensure bank details is correct as payments are done with payroll run as there is eft facilities on the payroll □ Medical aid □ Ensure forms is filled in correctly □ Ensure form is sent to discovery for activation of membership □ Ensure contributions is correct on payroll and where applicable adult dependants exceptions etc □ Addition of dependants where applicable □ Implementing of any penalties □ Terminations □ Ensure that employee is discharge on system □ Final payments leave pay etc where applicable □ Pro rata payments □ Preparation of UI 19 and certificate of service □ If on medical aid ensure medical aid withdraw is done and where applicable arrange for independent membership □ Month end returns □ Preparations of month end returns on excel spreadsheets for payments medical aid, pension/provident fund, bargaining council levies, funeral policies etc - (done by payroll manager) □ Head count □ Does monthly head count with staff movements

Working period **nuo 1998.03 iki 2011.03**

Company name Clover SA

You were working at: Administrators

Occupation Payroll Administrator

What you did at this job position? □ New engagements □ Load of new employee on Dynamique system with updating of all relevant screens (personal, □ Timesheets and overtime □ Punching of manual timesheets on payroll □ As well as payroll interface from blick into Dynamique payroll (controlling of blick info) □ Updating of payroll /personal etc □ Change of bank details □ Change of salary □ Adding of permanent deduction or -allowances □ Payment of once of allowance □ Payment of acting allowances □ Change of personal details □ Loans and advances □ Preparing eft for payment □ Sent loans to head office □ Capturing of advance on dinamique □ Leave □ Capturing of leave on dinamique □ Leave management □ Manual audits were necessary □ Selling of leave (calculation, arrange payment necessary input on payroll side) □ Terminations (discharges, resignations, deaths, retirements, retrenchments etc) □ Preparation off all relevant paperwork □ Arrange payments that's applicable □ Requesting of tax directive were necessary □ Completing of pension/provident fund withdrawals in case of deaths the death claim and all relevant insurances. □ Updating on Dynamique □ General salary queries □ Handling of pay queries □ Sending of garnishees to head office □ Temp payroll □ Input on Dynamique □ Overpayments of tax, uif and sdl (but this is no longer our function as it is done by head office) □ Secretarial duties □ Arranging meetings and booking of venues on lotus notes. □ Taking and typing of minutes (union meetings etc) □ Typing of general correspondence (answering faxes to unions etc) □ Typing appointment -, transfer etc letters □ Creating /updating organigrams and submitting for publishing □ Draw up job advertisement and publication there of □ Mail merge increase letters from excel spreadsheet.

Education

Educational period **nuo 1989.12 iki 1989.12**

Degree Grade 12 / Matric

Educational institution Hoër Meisieskool Hugenote

Languages

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

Computer knowledge

VIP Sage Premier

Microsoft office Word, Excel and Outlook

Conferences, seminars

Unique payroll

Sage University

Dinamique payroll

Certificate of Completion

Psiber

Payroll Admin and Processing

Payroll Parametres and Taxation

Personnel Administration

Recommendations

Contact person	Paul Gey van Pittius
Occupation	HR Manager
Company	Clover SA
Telephone number	0824960016
Email address	paul.geyvanpittius@clover.co.za

Contact person	Peet Pretorius
Occupation	HR Manager
Company	Clover SA
Telephone number	031 7193111
Email address	peet.pretorius@clover.co.za

Contact person	Irene Rajah
Occupation	HR Manager
Company	Bearings International
Telephone number	060 5020 687
Email address	irenemrajah@gmail.co

Contact person	Annalize Ras
Occupation	Senior Payroll Administrator
Company	Bearings International
Telephone number	0118990065
Email address	annalizer@gmail.com

Additional information

Your hobbies	Gym Crafts Music Festival and shows
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1994-05-00 (30 years)

Salary you wish 15000 - 18000 R per month

How much do you earn now 17719 R per month