



# Miemie Rapaka

Curriculum Vitae (CV)

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

I have excellent people's skills, I enjoy meeting and working with lots of different people. I work very well under pressure and I enjoy working in a challenging environment, which drives me to continue to advance myself by taking on new challenges and excelling to achieve over 100% output. I bring to you, a versatile individual who always goes the extra-mile to the satisfaction of the business needs.

My future aspirations are working with an employer in an increasingly responsible position that enables me to utilize my talents and work closely with my colleagues to achieve one goal. I see myself taking on new and exciting challenges in an enjoyable environment and hopefully this will be with your company.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2015.10 iki 2017.03**

Company name Helen joseph hospital

You were working at: HR specialists

Occupation HR intern

What you did at this job position? • CAPTURING OF LEAVE FORMS • CAPTURING OVERTIME USING PERSAL SYSTEM • ISSUING PAPER PAYSLIPS • FILLING OF DOCUMENTS • MAKING COPIES • SENDING QUARTERLY REPORT • COMPILING MANDATES (HR6) • CREATING NEW FILES • ENSURING ALL DOCUMENTS ARE FILLED. • WRITING MINUTES FOR HR MEETINGS • RECRUITMENT( PREPARING FOR INTERVIEWS, TAKING PART IN INTERVIEWS, WRITING MINUTES) • CONFIRMING EMPLOYMENT USING PERSAL SYSTEM • CAPTURING PMDS USING PERSAL SYSTEM • CAPTURING LEAVE FORMS USING PERSAL SYSTEM • SCANNING DOCUMENTS • COMPILING SHORT-LISTING AND INTERVIEW MINUTES • CREATING MONTHLY SPREADSHEET REPORT OF ALL LEAVE • ASSISTING WITH HR PROJECTS e.g PARTICIPATING IN SURVEYS • FILLING PAYROLL CERTIFICATES • UPDATING OF NOTICE BOARDS WITH INTERNAL ADVERTS • ATTENDING MEETINGS

Working period **nuo 2017.04 iki 2018.04**

Company name Edcon

You were working at: Administrators

Occupation HR intern

What you did at this job position? • CAPTURING LEAVE FORMS • CAPTURING TERMINATION • SENDING WITHDRWAL CLAIM FORMS TO RETIREMENT FUND FOR PROCESSING • LOGING CALLS ON REMEDY AND SOLVING THEM • CAPTURING OF NEW EMPLOYEES • CHANGING BANKING DETAILS FOR EMPLOYEES • CAPTURING CASUAL EMPLOYEES ON ONLINE RECRUITMENT • DRAFTING UI19 • UPDATING MONTHLY REGISTER FOR ALL INTERNS AND MAKING SURE THEY SIGN IT. • SCANNING DOCUMENTS • GENERATE CERTIFICATES OF SERVICE FOR TERMINATED EMPLOYEES • GENERATE CONFIRMATION LETTER'S • MANAGING EMAILS ON HR ADMIN AND SOLVING QUERIES. • GENARATE CONFIRMATION LETTERS FOR DEPARTMENT OF LABOUR WHEN THEY HAVE QUERIES FOR EMPLOYEES WHO ARE CLAIMING UIF • COMPILING RETRENCHMENT DOCUMENTS FOR EMPLOYEES WHO ARE RETRENCHED • FOLLOW UP TO ENSURE REQUIRED DOCUMENTATION IS RECIEVED FOR NEW STARTER EMPLOYEES • FINAL CHECK ON NEW STARTER DOCUMENTATION • ACCURATELY CAPTURE NEW EMPLOYEE DETAILS ON HR SYSTEM • UPDATE EXISTING EMPLOYEE RECORDS UPON RECIEPT OF NEW INFORMATION • FORWARD DOCUMENTATION TO FILLING • MAKE UIF FOR EMPLOYEES, UI19, UI2.7, SALARY SCHEDULE AND BABY LETTER FOR EMPLOYEES ON MATERNITY LEAVE. • ASSISTING WALK-INS WITH QUERIES

**Education**

Educational period **nuo 2013.01 iki 2015.12**

Degree Certificate

Educational institution South west gauteng college

Educational qualification N6

Educational period	<b>nuo 2008.01 iki 2011.12</b>
Degree	Grade 12 / Matric
Educational institution	Mafori Mphahlele High Scool
Educational qualification	Matric

#### Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	very good	fluent	fluent
Sesotho	good	very good	basic

#### Computer knowledge

Ms Word

Ms excel

#### Additional information

Your hobbies	Watching tv, cooking and reading.
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	3000 R per month