



Matome Thomas Mahlatji

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Payroll Clerk

Preferred occupation

Payroll clerks

Management, human resources jobs

Preferred work location

Phalaborwa

Limpopo

Contacts and general information about me

Day of birth

1992-07-08 (33 years old)

Gender

Male

Residential location

Modjadji / Duiwelskloof

Limpopo

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period	nuo 2018.04 iki dabar
Company name	BOKOKOTLA MOTSHABO CONSTRUCTION AND PROJECT
You were working at:	Miners
Occupation	HR Manager
What you did at this job position?	<ul style="list-style-type: none"> □ Planning and coordinating and evaluating programs, implementation of policies, and services of the organisation. □ Appointments, confirmation of employment □ Updating of personal files □ Payroll administration (+- 120 employees) □ Long service awards, deduction, amendment of salary package □ Helping with UI-19 claims or other claims at department of Labour. □ Submissions of TERS online to UIF for COVID-19 relief fund □ Holding disciplinary hearings □ Organising trainings for employees where needed. □ Processing leaves for employees and maintaining records. □ Filling. □ Involved in the exit and transfer process of employees. □ Monitor compliance of policies and employee's performance. □ Ensuring safety and health of employees □ Booking for medical check for Mine (Anglo American Platinum) employees □ Issuing of Personal protective equipment (PPE) □ Inspecting drivers book log. □ Recruitment and selection (interviewing and hiring), preparing job descriptions, advertising vacant positions, and managing the employment processes. □ Provide advice and assistance with writing job descriptions. □ Conduct relevant security checks and reference checks on possible candidates. □ Making quotations and invoices

Education

Educational period	nuo 2013.01 iki 2016.12
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	Human Resource Manager
I could work	within one week

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	very good	very good	very good
English	very good	very good	very good
Xitsonga	good	good	basic

Computer knowledge

Microsoft Office

Recommendations

Contact person	Matome Thomas
Occupation	HR MANAGER
Company	BOKOKOTLA MOTSHABO CONSTRUCTION AND PROJECT
Telephone number	+27760913423
Email address	mahlatjimt@gmail.com

Additional information

Your hobbies	READING
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	12000 R per month