



# 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 (31 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.*

[Sign in](#)

## 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? □ 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 |