



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"> <input type="checkbox"/> Planning and coordinating and evaluating programs, implementation of policies, and services of the organisation. <input type="checkbox"/> Appointments, confirmation of employment <input type="checkbox"/> Updating of personal files <input type="checkbox"/> Payroll administration (+- 120 employees) <input type="checkbox"/> Long service awards, deduction, amendment of salary package <input type="checkbox"/> Helping with UI-19 claims or other claims at department of Labour. <input type="checkbox"/> Submissions of TERS online to UIF for COVID-19 relief fund <input type="checkbox"/> Holding disciplinary hearings <input type="checkbox"/> Organising trainings for employees where needed. <input type="checkbox"/> Processing leaves for employees and maintaining records. <input type="checkbox"/> Filling. <input type="checkbox"/> Involved in the exit and transfer process of employees. <input type="checkbox"/> Monitor compliance of policies and employee's performance. <input type="checkbox"/> Ensuring safety and health of employees <input type="checkbox"/> Booking for medical check for Mine (Anglo American Platinum) employees <input type="checkbox"/> Issuing of Personal protective equipment (PPE) <input type="checkbox"/> Inspecting drivers book log. <input type="checkbox"/> Recruitment and selection (interviewing and hiring), preparing job descriptions, advertising vacant positions, and managing the employment process. <input type="checkbox"/> Provide advice and assistance with writing job descriptions. <input type="checkbox"/> Conduct relevant security checks and reference checks on possible candidates. <input type="checkbox"/> 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