



# Sheridan Rupert

Curriculum Vitae (CV)

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

Qualified Skills Development Facilitator and Human Resources Professional with a 16+ year career in various HR positions in the manufacturing sector.

Targeted Selection Interviewing Skills Trainer who conducted many interviews, from graduates & apprentices up to executive level and also trained many line managers, shop stewards and equity committee members throughout the Nampak Group on how to conduct competency-based interviewing.

Database and Information Systems Fanatic that designed a training management database in Microsoft Access that consolidated annual skills plans, annual training reports and BBBEE reports for the division. This was later redesigned in SQL and rolled out to Nampak Group Divisions and Operations to store training related data, plan & schedule training and run reports.

Committed and systems driven creative obsessed with finding solutions and developing potential in people.

Preferred occupation	Recruitment professional
	Management, human resources jobs
	HR specialists
	Management, human resources jobs
Preferred work location	South Coast (Ugu)
	KwaZulu-Natal

## Contacts and general information about me

Day of birth	1970-05-28 (55 years old)
Gender	Female
Residential location	South Coast (Ugu)
	KwaZulu-Natal
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2022.07 iki 2023.06</b>
Company name	Ulwandle HR Consultants (Pty) Ltd
You were working at:	Recruitment professional
Occupation	HR Officer
What you did at this job position?	Recruitment & Selection; Employment Contracts/ HR Policies & Procedures; Tender Preparation and Proposal Writing; Disciplinary & grievance hearings; Sourcing new business leads
Working period	<b>nuo 2020.03 iki 2022.03</b>
Company name	Kirvic Trading (Transport)
You were working at:	Trucking manager
Occupation	Administrator
What you did at this job position?	Invoicing/ PODs & Courier/ Resolving queries; Monitoring diesel, tolls, parking and other truck expenses; Capturing new suppliers and transporters
Working period	<b>nuo 2012.10 iki 2014.03</b>
Company name	Nampak Management Services (Head Office) (Packaging Group)
You were working at:	Production manager
Occupation	HR Projects Manager
What you did at this job position?	Professional Trainer of Targeted Selection Interviewing Skills to HR; Line Management; Shop Stewards; & Employment Equity Committee Members ■ Training & roll-out of Skills Development Portal and design of new modules ■ HRsmart training & admin [e-recruitment]

Working period	<b>nuo 2008.03 iki 2012.09</b>
Company name	Nampak Glass
You were working at:	Manufacturing jobs
Occupation	Training Manager (Training Officer 2008-2010)
What you did at this job position?	<ul style="list-style-type: none"> <li>• Contributed to Training Strategy and formulation of Training Budget.</li> <li>• Skills Development Facilitator - Conducted skills audits and training needs assessments. - Developed, implemented &amp; coordinated training programs to address skill gaps.</li> <li>- Administration - i.e. registrations, documentation &amp; recordkeeping.</li> <li>- Collaborated with training providers &amp; CHIETA Seta (Chemical Industries Education &amp; Training Authority) to source appropriate training interventions &amp; stay updated on trends &amp; best practices.</li> <li>- Skills Development Reporting to show progress &amp; comply with SETA regulations.</li> <li>- Monitored training effectiveness and return on investment (ROI).</li> <li>• Succession Plan Coordinator - Conducted Skills Gap Analysis, coordinated assessments &amp; mapped competencies.</li> <li>- Created career pathways &amp; recommended employee development plans.</li> <li>- Facilitated development initiatives.</li> <li>- Collaborated with mentors in designing and implementing mentorship programs.</li> <li>- Coordinated executive coaching programme (was also recipient of programme).</li> <li>• Performance Management Support - Assisted in monitoring &amp; coordinating employee performance evaluation through checklists &amp; feedback to managers and employees.</li> <li>- Conducted data collection, analysis, and preparation of performance evaluation documents.</li> <li>• Apprenticeship Programme Coordination and Support: fitters, electricians and millwrights.</li> <li>- Recruitment &amp; Selection, Onboarding &amp; Orientation - Programme &amp; Training Plan Development &amp; booking Trade Tests - Documentation, Recordkeeping &amp; Reporting - Logbook system - guidance on usage &amp; documenting progress; monitoring entries; working with trainers, mentors &amp; assessors, archiving; compliance &amp; audits.</li> <li>• Recruitment and Onboarding Support - End2End recruitment on all levels - apprentices/ learners/ graduates up to executives.</li> <li>- Performed job matches &amp; compatibility assessments using Thomas International PPA - provided employee feedback &amp; personal coaching based on results.</li> <li>- Coordinated new employee onboarding, including preparing documentation &amp; introduction packs, conducting orientation, and providing mentoring &amp; transitional support for new hires.</li> <li>• Supervised Training Centre &amp; Technical Library - First line supervision to technical trainer - Oversaw technical training initiatives which included writing technical training manuals.</li> <li>- Travelled to Germany with technical trainer experts to complete training manuals.</li> <li>• HIV/Wellness Program Coordinator - Assisted in developing &amp; designing programme for World Aids Day with Wellness Committee.</li> <li>- Coordinated monthly meetings and compiled minutes.</li> <li>- Liaison between HR, EAP Coordinator, Clinic &amp; Canteen on wellness initiatives.</li> <li>- Coordinated HIV/Wellness Program activities such as campaigns, testing etc.</li> <li>- Co-ordinated HIV awareness programme for all staff and training for HIV Peer Educators.</li> <li>• Project managed ABET Training (Adult Based Education and Training) - English classes for Zulu speakers - Organised needs assessment and planned programme with provider and union - Enrolled learners, ordered textbooks &amp; monitored allocated budget - Ran reports and evaluated effectiveness by liaising with learners and supervisors.</li> </ul>

Working period	<b>nuo 2006.06 iki 2008.02</b>
Company name	Nampak Sacks
You were working at:	Manufacturing jobs
Occupation	HR Officer
What you did at this job position?	<ul style="list-style-type: none"> <li>• Recruitment and Onboarding Support - End2End recruitment on all levels - apprentices/ learners/ graduates up to executives. - Performed job matches &amp; compatibility assessments using Thomas International PPA - provided employee feedback &amp; personal coaching based on results. - Coordinated new employee onboarding, including preparing documentation &amp; introduction packs, conducting orientation, and providing mentoring &amp; transitional support for new hires. - Writing Job Descriptions • HR Administration - Job Description writing - HR administration such as leave, contracts, HR records, discipline, disabilities/GPA management • Skills Development Facilitator - Conducted skills audits and training needs assessments. - Developed, implemented &amp; coordinated training programs to address skill gaps. - Administration - i.e. registrations, documentation &amp; recordkeeping. - Collaborated FP&amp;M Seta (Was MAPPPseta) - Skills Development Reporting to show progress &amp; comply with SETA regulations. • Apprenticeship Programme Coordination and Support: fitters, electricians and millwrights. - Recruitment &amp; Selection, Onboarding &amp; Orientation - Programme &amp; Training Plan Development &amp; booking Trade Tests - Documentation, Recordkeeping &amp; Reporting - Logbook system - guidance on usage &amp; documenting progress; monitoring entries; working with trainers, mentors &amp; assessors, archiving; compliance &amp; audits. • Employee Relations - HR Representative at Disciplinary Enquiries including minutes and documentation. • HIV/Wellness Program Coordinator - Assisted in developing &amp; designing programme for World Aids Day with Wellness Committee. - Coordinated monthly meetings and compiled minutes. - Liaison between HR, EAP Coordinator, Clinic &amp; Canteen on wellness initiatives. - Coordinated HIV/Wellness Program activities such as campaigns, testing etc. - Co-ordinated HIV awareness programme for all staff and training for HIV Peer Educators.</li> </ul>

## Education

Educational period	<b>nuo 2011.01 iki 2011.08</b>
Degree	Certificate
Educational institution	Colleen Osorio & Associates
Educational qualification	Skills Development Facilitator
I could work	Training & Development Jobs, SDF Jobs

Educational period	<b>nuo 2001.01 iki 2001.06</b>
Degree	Certificate
Educational institution	University of KZN Business School
Educational qualification	HR Management Certificate
I could work	HR Management

## Languages

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

#### Computer knowledge

Datatim Transport Management

MS Officer Excel & Access

MS Office Outlook, Word, Powerpoint

#### Additional information

Your hobbies	Music, Photography
Driver licenses	B Light Vehicle $\leq$ 3,500kg
Salary you wish	10000 R per month