



Samkelo Fanadle

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin Clerk

Dear Sir/Madam

I am interested in the position that has been advertised in your organization. I am a qualified Administrator and I Obtained my Certificate in Business Administration in 2021. I worked as Admin Clerk at Kumalo Primary School from 2019-2020 also I worked as Payroll Clerk at Labour Hub from 2017-2018.

I am able to build a fruitful professional relationship with clients and fellow colleagues from diverse Back-ground.

I'm committed and dedicated professional with proven ability to socialize, motivate and encourage Positive behaviour and positive attitude. I am eager to apply the knowledge in your department. I Believe that the combination of my academic and professional experience will make a difference in your department.

Enclosed please find a copy of my resume which provides more information about me.

Thank you for your time and consideration, and I look forward to hearing from you

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Gender	Male
Residential location	East Rand Gauteng
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 2017.04 iki 2018.10**

Company name Labour Hub

You were working at: Administrators

Occupation Payroll Admin Clerk

What you did at this job position? Updating new employees on the system, i.e. uploading, their Personal Information i.e. ID numbers, address, Bank account Details, SARS tax number as well as job description, salaries and Wage input. Ensure salaries are paid on time, distribute salary Pay Slips. Capture +-1500 employees per month uses Simple Pay. Collecting employee's information from timesheet and calculating And processing pay-slips using Simple Pay Administering payroll using Simple Pay program, efficiently Capturing employee's working hours from their timesheet. Entering wages / salary level specifying tax with holdings, bonus Commission and overtime as well as deductions for employee- Paid benefits, so each paycheck current and up to date Keeping track of all employees record i.e. terminating and Renewing employee's contracts on the Simple Pay System

Working period **nuo 2019.01 iki 2020.12**

Company name Kumalo primary School

You were working at: Administrators

Occupation Admin Clerk

What you did at this job position? Photo coping, Emailing, Faxing, Typing : Data capturing, Filling, Uploading learners Marks to SA.SAMS, uploading new learners to SA.SAMS, Answering Phones, Taking Messages, Also Uploading Teachers activities on SACE, E-Filling Assisting on IQMS

Education

Degree Certificate

Educational institution Heart Solutios

Educational qualification Certificate in Business Administration

I could work YES

Educational period **nuo 2018.01 iki 2019.12**

Degree Certificate

Educational institution ACADEMY OF YORK

Educational qualification CERTIFICATE IN HR ADMINISTRATION

I could work YES

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	fluent	fluent	very good

Computer knowledge

Conferences, seminars

NEMISA

SPECCONHOLDINGS

ATINGI COURSE

Recommendations

Contact person	J.M.MABOA
Occupation	H.O.D
Company	KUMALO PRIMARY SCHOOL
Telephone number	0826575368

Contact person	PRUDENCE NKABINDE
Occupation	HR MANAGER
Company	LABOUR HUB
Telephone number	0674277824

Additional information

Your hobbies	VALLEY BALL COOKING MUSIC
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-10-00 (2 years)
Salary you wish	15000 R per month
How much do you earn now	10000 R per month