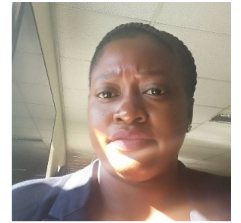


MANTSHA SARAH MASEMOLA



Human Resource Development

PERSONAL DETAILS

Willow Crest 78, 1685 Midrand
mantshasarah@ymail.com, +27735324399
Date of birth: 20 February 1986
Gender: Female
Nationality: South African

EDUCATION

National Diploma: Management of Training

Feb 2005 – Mar 2009

Vaal University of Technology, Gauteng
Human Resources Management 2
Management of Training3
Labour Law
Communication 1
Management of Principles and Practice 3
End-user computer
Marketing
Financial Aspects of Training
Economics

Call Centre Diploma

May 2015

Quest Computer Skills Centre, Gauteng
Introduction To PCs
MS Word (Modules 1 & 2)
MS Excel (Modules 1 & 2)
Windows Navigation
E-Mail & Internet
Typing
Call Centre Skills
Telephone Skills

Grade 12

Jan 2000 – Dec 2004

Bopedi-Bapedi High School, Limpopo, Limpopo
N. Sotho
English
Afrikaans
Economics
Accounting
Business Economics

EMPLOYMENT

Assistant Officer Learning Delivery

Mar 2012 – Feb 2015

Eskom Holdings Ltd, Midrand

Creating Training Events and curricula on SAP LSO vs the micro training plans and schedules provided by Facilitators/Schedules Managing Bookings vs schedules provided by Facilitators/schedules Collect and capture all training registers on SAP LSO Communicating Course Schedules to Customers Confirming courses with Delegates, Line Managers and Supervisors Handling queries from learners concerning courses. & Confirming Facilitator availability Proactively preparing course administration and associated documentation Ordering Modules and Managing Learning Material Stock to ensure continual availability of training materials. Managing Course Logistics (Liaising with relevant stakeholders' requirements in respect of venues, technology and equipment prior to confirmation. Arranging venues, catering accommodation travel etc Effecting course and Logistics Modification and Cancellations as required and initiating PFMA actions and inform all affected parties. & Loading Assessment results and wrapping courses & Performing Vendor Management, where external service providers are used. & Capturing and reporting on Learner Feedback Administer Training Provider Contracts and Payment. & Stores Orders and Stock Taking. & Training and Development Reporting, Record keeping and Archiving Distributing training certificates. Generating training reports on SAP LSO

Payroll Administrator

Mar 2016 – Nov 2019

Adcorp Holdings (Pty) Ltd, Gauteng

Ensure required Assignee File pack received on the earlier of either the day of induction / first day of work. Ensuring that candidate completes registration forms, has copies of ID, certificates, CV, MIE indemnity form, EEAI etc as per SOP and tick checklist of docs. Conduct quality checks on files before uploading, upload and scan candidate documents on AX as per SOP and tick checklist of docs Conduct compliance audit of files with checklist in place in front of file for both the manual file and uploaded Axapta files. Maintain a consolidated report tracking site contracts thru required processes Assist operations with preparations of documents for assignees. Complete UI19 forms for candidates, ensuring employment history verified and correct information sent to DOL and candidate status updated accordingly in Ax Update paper and electronic payroll information for salary adjustment and employee's status changes. Calculate employee severance payments. Keep abreast of policies and tax legislation that impact on remuneration. Dealing with complaints and questions from employees and upper management. Distribution of detailed reports expense claims, overtime, leave balances, head count and month end reports.

HR and Training Administrator

May 2022 – Apr 2023

John Thompson -a division of ACTOM (Pty) Ltd, Gauteng

Advertise vacancy on internet portals and relevant local newspapers. Ensuring that candidate completes registration forms, has copies of ID, certificates, CV, MIE indemnity form, EEAI etc as per SOP and tick checklist of docs for new employees. Scanning new employees' files on HR share Drive Request offer letters from HR as per the approved sign off sheet Send off offer letters with the requests of PPE sizes. Conduct compliance audit of files with checklist in place in front of file for both the manual file and uploaded Axapta files.

Order the PPE, tools where needed & book medicals. Once the start date, go to site for on boarding of the trainees Keep SD & L report including expenditure updated Get training requests from Snr HSE Officer on site or managers in the office Book training with the relevant supplier (if they are not registered as a preferred supplier, you must attain accreditation.) Upon confirmation from all parties on date and quote, training is confirmed. Follow up a day prior to training if everything is still as planned After training is completed, send registers and quotes to the receptionist for PO's Capture training on the training report/HR system Upon receipt of the certificates, keep copies on file and send out originals to site/ relevant people Ensure that employees sign study agreements for full qualifications Ensure that proof of payments, invoices, registers and certificates are on file Monthly report on business unit training Ordering stationery for Office Assisting with all office administration for Senior HR Officers

Learning and Development Administrator

May 2023 – Present

Babcock International Group, Gauteng

Source and vetting accredited training providers and Institutions.
 Sourcing of quotes and logistic details for training interventions and coordination of training events.
 Maintenance of database of all training records, financial, attendance, competency.
 Maintenance of electronic training record keeping.
 Provide career guidance to employees on learning and development opportunities in line with the individual career aspirations.
 Coordinate assigned development programme(s), e.g., learnerships, apprentices & bursaries.
 Compile a tracking system for monitoring bursary applications and study assistance loans, and results.
 Populate the Annual Training Report (ATR) within assigned business unit.
 Contribute to the Interpretation of Individual Development Plans (IDPs) into training interventions.
 Compilation and rollout of the Workplace Skills Plan (WSP).
 Track and report progress on the implementation of the WSP.
 Process approval via Employee Self Services (ESS)
 Provide BBBEE verification support by preparing files and information
 Create purchase orders on the procurement system
 Compile EFT Requisition and send to finance for payment of invoices
 Keeping abreast of developments in the education field

SKILLS

MS Excel	Windows
MS Word	SAP
internet portals	Attention to details
Communication	Communicating
Communication Skills	Working well under pressure
Proactively	

LANGUAGES

English	Zulu
Sepedi	

REFERENCES

Thuli Nhlapo Eskom Hld SOC Ltd
 Manager, Gauteng
 011 690 4465/083 511 2616, Nhlapot@eskom.co.za

Matilda Mojapelo Adcorp Holdings Ltd
 Manager, Woodmead
 078 344 8678/011 800 0000, Matildah.mojapelo@adcorpblu.com

Lindiwe Maseko John Thompson -a division of ACTOM
 Manager, Gauteng
 073 419 6777, lindiwem@mitak.co.za