

CURRICULUM VITAE

Personal Details		
First Names	Ayanda Samantha	
Surname	Hlatshwayo	
Date of Birth	01 May 1993	
Nationality	South African	
Marital Status	Married	
Dependants	2	
Driver's License	Yes	
Gender	Female	
Race	African	
Contacts	072-360-7444	
Address	Lindor park (Pretoria)	
Email	ayandamathibela@gmail.com	
Languages	English, Afrikaans, Zulu, Sotho,Swati	

Additional Info		
Computer Skills	Microsoft Excel – Intermediate Microsoft Word - Intermediate Microsoft Outlook Advanced VIP Premier- Across 5 payrolls, SAGE – Certificates with minimal experience	

Schooling		
Name of Institution	Pine Ridge Combined School	
Highest Std. Passed	Matric	
Date Completed	2012	

Tertiary Qualification 1		
Name of Institution	Nkangala FET College	
Qualification	Human Resources Management N4	
Date Completed	2013	

Tertiary Qualification 2		
Name of Institution	Pop Up	
Qualification	Office Administration Certificate	
Date Completed	2017	

Tertiary Qualification 3		
Name of Institution	Sage Academy	
Qualification	Payroll Certificate	
Date Completed	2022	

Employment History 1		
From Date	March 2022 to date	
Company Name	Trans African Concessions	
Job Title	HR/Payroll Practitioner	
Reference	Cathy Naidoo	

Reason for leaving	End of contract	
Designation	HR/Payroll (SA and Mozambique)	
Contact Details	011 541 0300	
Duties and Responsibilities	<ul style="list-style-type: none"> • Data Verification, Capturing and Payroll Processing <ul style="list-style-type: none"> • Terminations • Provisions for incentives and bonuses • Payroll Processing • Company recons • Bank list / Bank File • Leave Administration and verification. • Payroll Reporting • Handling Queries • Annual Budgets • 3rd party Recons • Medical aid • Provident fund - INSS • Loans • Providing guidance and support to Hr team • Preparing EE data reports and ESG • Load IOD's • Appraisals • Interview employees for learnerships. • Drug, alcohol testing on staff. 	

Employment History 2		
From Date	July 2017 – May 2019	
Company Name	Founders Independent School	
Job Title	Jnr Payroll/HR Administrator	
Reference	David Nyoni	
Reason for leaving	To give birth	
Designation		
Contact Details	(w) 012 3229914	
Duties and Responsibilities	<p style="text-align: center;">HR</p> <ul style="list-style-type: none"> • Coordinate, maintain, and generate Human Resources-related files, and 	

	<p>records (personnel files, search files).</p> <ul style="list-style-type: none"> • Process HR documents such as new hire documents; check Human Resources authorization documents. • Accurately track and process HR documents; follow up as needed. • Answer phone and respond to inquiries. • Distribute status forms for employee information such as changes to the title, status, pay, department, address, etc. promptly. • Confirm Employment. • Handle Queries with Employee. • Be the Bridge between Employees and Employer. <p><u>PAYROLL</u></p> <ul style="list-style-type: none"> • Generate Reports from all systems. • Calculate Leave and Overtime • Process Garnishee and Maintenance orders. • Process Leave Forms • Check and Process Pay Queries • Retrenchments Packages • Import from Excel to VIP • Declarations • Loan Repayments
--	--

Employment History 1		
From Date	February 2020 - January 2022	
Company Name	Mhayise Tech and General	
Job Title	Admin Assistant	
Reference	Victoria	
Reason for leaving	Retrenched	
Designation	Administrator	
Contact Details	0836494859	
Duties and Responsibilities	<ul style="list-style-type: none"> • Assisting with admin work • Processing tender documents • Filing • Booking Meetings • Ad hoc duties 	

