

INFO

ADDRESS

Diagonal street, Cussonia Central,
Halfway House, Midrand, Gauteng,
1685.

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CONTACT

+27722824579 / +7725394288

DATE OF BIRTH

22 September 1997

NATIONALITY

South African

Drivers License

C1 (Code 10)

GENDER

Female

EDUCATION

Grade 12, Tiyani Secondary School

Higher Certificate in Human Resource Practices, Rosebank College Braamfontein Campus

2021

Bachelor in Public Administration, Rosebank Collage Braamfontein Campus

2022

SKILLS

Good communication skills

Attention to detail

Organisational skills

Bookkeeping

Accounting and financial skills

Time management

Leadership skills

Strategic thinking

Computer literacy - Microsoft Word,
Microsoft Excel and Microsoft
PowerPoint

CHARMAINE MIYELANI MASIA

HUMAN RESOURCES PROFESSIONAL

PROFILE

I am highly resourceful and passionate Human Resource with immense experience in Office Administration, I am seeking for a role which allows me to continue learning as well as perfecting skills as I provide high quality work. I am a fast learner and love challenges which aid to my career development.

WORK EXPERIENCE

Office Administration

Hlekani Trading CC / Limpopo

2018 - 2019

Responsible for the day to day operations

Served as a affectionat, hardworking and dependable employee

Worked with a high level of confidence

Promoted a positive public image for the company

Entering data and managing data in company databases

Human Resource Assistant

IIE Rosebank College

2024 - 2024

Taking calls from customers and delivering messages

Using basic office equipment like faxes and scanners

Help maintain files to keep track of important documents

Assisting with preparing financial statements and budgets.

Reference checks, telephonic screening and onboarding.

Booking for interviews. Handling the bookkeepin.

Administrator

ERP Software Management PTY LTD

2024 - Current

Managing accurate documentation of systems configuration

Maintaining records of sales, invoice and quotations of

clients using Xero. Contacting clients to obtain missing
information or answers queries.

Developing and implementing financial plans for clients.

Using SAP to analyze complex data, identify inefficiencies,
and develop tailored solutions for business challenges.

LANGUAGES

English

Xitsonga

Isizulu

seTswana

Sepedi

REFERENCES

Nokulunga Hlatshwayo

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Tsakani Joyce Ngoveni

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