

Kutloano Chauke

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Unison – Middle 306 Oak Avenue

PROFESSIONAL SUMMARY

Detail-oriented and dedicated HR Administrator with proven experience in HR administration, reporting, and compliance. Skilled in onboarding, offboarding, payroll collaboration, and maintaining accurate employee records. Adept at using advanced Excel functions and HR systems like Sage 300 People, with a strong understanding of labour legislation. Committed to supporting HR operations and contributing to team success.

EXPERIENCE

HR Administrator Sep 2023 - Current

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- Managed end-to-end HR administration, including onboarding, offboarding, and record maintenance.
- Completed all HR documentation for appointments, and terminations.
- Processing termination documents for terminated employees (Provident fund, withdrawal documents, UI-19 forms, salary schedules and certificates of services).
- Injury on duty administration.
- Ensured proper document filing and recordkeeping.
- Maintained confidentiality and handled sensitive employee information with discretion, adhering to ethical standards and legal requirements.
- Respond to HR and payroll queries from staff.
- Responsible for calculating and processing top-up hours for hourly employees who worked less than the standard 208 basic hours, and approving related top-up pay queries.
- Utilize advance Excel functions, such as VLOOKUP, XLOOKUP, and PivotTables.
- Data capturing.
- HR Reporting.
- Provide monthly reporting on company's headcount, including new engagements, terminations, promotions and demotions using data sourced from systems such as Sage 300, PRP, and WFM
- Responsible for the issuance of long-term certificates.
- Overseeing the YES Programme and ensuring that all participants accurately complete and submit the required paperwork.

Projects:

Job Boost

- Source the number of unemployed participants and provide the following documents for the onboarding of the participants, CV, ID and Job Boost Affidavits.
- Manage the administrative functions.
- Timeously submit required documents for the purposes of the funding and claiming.
- Submit verified and signed attendance registers by no later than the date specified by the funder.

HR Intern Mar 2022 - Current

Bidvest Protea Coin

- Provided administrative support to the HR department, including filing and data entry.
- Appoint and capture new employees on SAGE300-Payroll system.

- Maintained and updated employee records within Sage, ensuring data accuracy and compliance with legal standards.
- General assistance to HR & Payroll team.

COMPUTER SKILLS

- Microsoft Excel (Advanced)
- Sage 300 People
- MS Office proficiency (Advanced in Teams, Word, PowerPoint, and Outlook)

ATTRIBUTES/SKILLS

- HR administration skills
- Problem Solving
- HR Reporting
- Team player
- Report writing
- Data management, analysis and capturing.
- Conflict resolution
- Communication skills
- Good knowledge and understanding of the Basic Conditions of Employment Act.
- Interpersonal skills

Education

2025	Higher Certificate in Accountancy <i>UNISA</i>
2023	National N Diploma in Financial Management <i>Tshwane North TVET College</i>
2018	Grade 12, National Senior Certificate <i>Reitumetse Secondary School</i>

Certifications

- Certificate of Excellence – Bidvest Protea Coin – December 2024
- Microsoft Excel 365 Level 2 Intermediate.

Reference

Available Upon Request