

Matumelo Leshaba

leshabamatumelo@gmail.com

063 155 4658

PERSONAL DETAILS

Nationality: South African

Gender: Females

Disability: none

DOB: 02.09.1986

Race: African

Languages: English, Afrikaans and Setswana

License: Code 8

Residential Area: Vorna Valley Midrand, Johannesburg

ABOUT ME

I am seasoned Professional with more than 8 years experience in Payroll and benefits, Finance and HR field. I pride myself in paying attention to details, accuracy, and meeting deadlines. One of my outstanding qualities is having a certain level of confidentiality and taking ownership of my work. I work well with others and have good communication skills

SKILLS

Personal skills

Honest
Leadership
Adaptable
Reliable
High level of confidentiality

Professional skills

Communication Skills
Computer Skills
Problem Solving Skills
Time management
Decision making

Computer Skills

Ms Word
Ms Excel,
Ms Outlook
Ms PowerPoint
VIP Classic Payroll
VIP Premier Payrol
Pastel Payroll 2014
ESS
Jarrison ClockIn System
Time & Attendance Biometrics
Kronos
Sage 300
SAP

SHORT COURSES

- Sage 300 People
- Excell -intermediate
- Payroll and monthly SARS return- ICB
- Pastel-2014

EDUCATION

2025- Higher Certificate in HRM
IQ Academy

2004 -Matric
St Boniface H School

EXPERIENCE

Sep 2024 – to Aug 2025 (FTC)

Payroll Admin

Airports company of South Africa (ACSA)

Duties:

- Processing of allocated transactions On **Sage 300**
- Co-ordination of all HR support services.
- Serve as a single point of contact for HR requests and queries.
- Propose methods and interventions for improving customer service.
- Verification of input captured, ensure compliance in line with the approved processes and systems and relevant legislation and policies
- Obtain information, check for accuracy and capture data.
- File documents per procedure.
- Provision of timely and accurate reports in accordance with business and management requirements.
- Adhere to statutory regulations, organisational standards, policies and procedures.
- Report non-compliance and implement corrective actions to ensure compliance.
- Adhere to statutory regulations, organisational standards, policies and procedures. Report non - compliance and implement corrective actions to ensure compliance.
- Build, support and maintain interpersonal and team relationships to ensure stable working environment and achievement of team objectives.

Feb 2024 -to Apr 2024 (FTC)

Payroll Controller

Komatsu Mining Corporation

Duties:

- Responsible for the preparation and processing of the Monthly payroll for approximately 450+ employees on the payroll system by Monthly deadlines (this includes the entire cycle of payroll processing from capturing of new employees, terminations, overtime, travel reimbursement, salary advances, back pay calculations, bonus payments, leave calculations, pay slips printing and resolving queries.) on **Sage 300**
- Headcount +- 3 000
- Payroll review before submission to performance leader.
- Preparation and processing of weekly and monthly payroll journals on **SAP**
- Monthly & ad hoc reporting of payroll information (including preparation/distribution of detailed report e.g. travel claims, overtime, leave balances, CTC, headcount and other ad hoc projects)
- Preparation of monthly 3rd party payments by the relevant deadlines.
- Completion and distribution of 3rd party payment schedules as per relevant deadlines.
- ESS full function, adding and termination of employee.

- Liaise with 3rd parties regarding payments queries (e.g. provident fund administrators, medical aid etc.)
- Attends to Payroll queries and complaints.
- Regular interaction/communication with HR and other stakeholders
- Develop and maintain appropriate payroll processes and procedures to ensure accurate and timely payroll processing.

April 2023 -Dec 2023 (FTC)

Payroll Admin

Loreal South Africa

Duties:

- Receive payroll input for the month as per deadline set.
- Ensure payroll input received, and evenly distributed across to the team and tracked on completion.
- Update payroll systems (**Sage 300**) with special/targeted inputs e.g(New staff, terminations and leave pay-outs, Overtime, Fuel cost and any other input are to be loaded onto the system
- Design and prepare the monthly payroll variance reports for Finance and exco.
- Review payroll data for errors before release
- Resolve complex payroll queries and requests.
- Prepare and submit payroll reconciliations.
- Liaise with auditors, on 3rd party reconciliations, and complete all payroll related statutory.
- Preparations of monthly payroll journals and GL recons
- Check for any promotions, transfers, job title, salaries and cost center changes.
- Preparation and reconciliation of all 3rd party payments before due dates
- Ensure that all staff are paid by on the 25th of each month except December when the date will be confirmed.
- Prepare Increases schedules and implement increases on the system
- ESS administration and management
- Ensure that all leave recons are correct.
- When terminating an employee payout leave accordingly
- Pull all HR Reports and saved on the shared drive.
- Maintain employee confidence and protect payroll operations by keeping employee information confidential.
- Ensure payroll parameters are in line with company policy, eg leave, med aid, pension, insurance etc
- Ensure all payroll deadlines are processed timely and accurately by coordinating with the various administrators
- Address payroll related queries and requests from employees
- Review and recommend improvements to existing payroll procedures
- Ensure cut off dates are always adhered to

March 2022 -April 2023 (FTC)

Payroll Officer

SAFLog Logistics

Duties:

- Receive payroll input for the month as per deadline set
- Overseeing and supervising the preparation and processing of 300 salaries and 214 wages on **Sage 300**

- **Headcount +- 1 750**
- New staff, terminations and leave pay-outs , Overtime, Fuel cost and any other input are to be loaded onto the system
- Prepare bank files (ACB) and save on the shared drive for finance to upload and release salaries
- Prepare bank files (ACB) and upload onto the banks for authorization
- Export the Various Reports (e.g GL reports ,Nett Salary , Variance and salary cost)print in .pdf/Excel for each company and send to Finance for processing
- Preparations of monthly payroll journals and GL recons
- Check for any promotions, transfers, job title , salaries and cost center changes
- Check if all inputs (OT, Loans, Ganishes, Fuel and Tolls) are processed correcting before signing off payroll
- Preparation, Reconciliation and submission of the monthly EMP 201 and mid year EMP 501 to SARS
- Preparation and reconciliation of all 3rd party payments before due dates
- Ensure that all staff are paid by on the 25th of each month except December when the date will be confirmed
- Prepare Increases schedules and implement increases on the system
- ESS administration and management
- Ensure that all leave recons are correct
- When terminating an employee payout leave accordingly
- Pull all HR Reports and saved on the shared drive
- Manage tax year end IRP5/IT3 processing, UIF, SDL & PAYE reconciliations
- Maintain employee confidence and protect payroll operations by keeping employee information confidential
- Ensure payroll parameters are in line with company policy, eg leave, med aid, pension, insurance etc
- Ensure all payroll deadlines are processed timely and accurately by coordinating with the various administrators
- Address payroll related queries and requests from employees
- Review and recommend improvements to existing payroll procedures
- Coordinate monthly payroll meeting with administrators to ensure that each month's payroll runs smoothly
- Analyse payroll problems and provide appropriate resolutions
- Ensure cut off dates are adhered to at all times, unless in emergency situations where an Exco request has been made

Nov 21 -Jan 22 (FTC)

Professional Field Marketing

Payroll Admin

Duties:

- Sending out monthly payroll submission deadlines to all at beginning of the month. Then send out a reminder a day or two before deadlines.
- Headcount 3 000
- Verify Overtime approval on Time and attendance. Checking each overtime was approved by the relevant department supervisor, download as excel and saving the .pdf onto the server
- **Processing of company Salaries on sage 300**
- Capture new employees and terminations
- Issuing and capturing leave forms
- Staff Transfers
- Liaise with employees and management of all payroll matters
- Monthly Printing of payslips and distribute to Relevant supervisors
- Completion of contract termination documents

- Export UIF files for each company and send one email with all to UIF for processing
- Attend to UIF forms for maternity leave applications
- Draft Contracts of Employment for HR
- Draft Acceptance of Resignations for HR
- Prepare Dept of Labour documents for signing and Submit after
- Assisting HR Manager with implementation of HR policies and enforce adherence

May 2018- Aug 2020 (contract cut due to covid)

Payroll Officer

JFC T/A Bothale Construction &Supplies

Duties:

- End to End processing of company payrolls on **people 300**
- Headcont 750
- Upload the Bankfile(csv) on to 1st website to be released for salaries payments
- Export UIF files for each company and send one email with all to UIF for processing
- Attend to UIF forms for maternity leave applications
- Capture new employees and terminations
- Staff transfer and other movements.
- Process Monthly returns for union fees and pension funds
- Submit Monthly payroll reports.
- Capture Staff Loans and advances, Garnishees and reimbursements according to company Policy.
- Liaise with employees and management of all payroll matters
- Assist with Organizing training of staff members as they are identified by dept supervisors
- Monitor employees time and attendance on a daily basis

MAR 2016 - APR 2018(Careers advancement)

HR/Payroll Admin

Itau Milling and Animal Feeds

Duties:

- Check, verify and correct clock in information an Jarrison time system against manual timesheets.
- **Processing of company Salaries on people 300**
- Capture new employees and terminations
- Issuing and capturing leave forms
- Staff Transfers
- Submit Monthly payroll report, EMP201 and U Filling
- Liaise with employees and management of all payroll matters
- Monthly Printing of payslips and distribute to employees
- Prepare employment contracts from SEESA for new Appointments
- Completion of contract termination documents from SEESA
- Assist with recruitment, on-Boarding and Induction of New Employees
- 1st Line Screening of CV's and arranging interviews
- Prepare Dept of Labour documents for signing and Submit after
- Posting and Managing Job Posts
- Assist with Organizing training of staff members as they are identified by dept supervisors
- Assisting HR Manager with implementation of HR policies and enforce adherence
- Monitor employees time and attendance on a daily basis
- Assist with IOD/Minor injury treatment process and reporting
- Insure Proper maintenance of employee records

Human Resources

- Prepare employee contracts and offer letters.

- Provide advice regarding employee and industrial relations issues.
- Facilitate induction for new employees
- Updating job descriptions as necessary.
- Capture leave
- Keep staff files up to date
- Submit Employment Statistics quarterly
- Arrange disciplinary hearings
- Issue Warnings
- Workplace Skills Plan (WSP) submission
- Submit Returns of Earnings- Department of Labour online submission
- Manage and verify staff attendance registers
- Assist employees with medical aid application
- Filing payroll Reports
- Termination paperwork- UI-19, Service Certificate and Service cards

JUN 2011– FeB 2016(retrenchment)

Senior Bookkeeper & PA to CEO

Pikwane Diamonds

Duties:

Pikwane group Companies

1. Pikwane head office
2. Samber Trading
3. Da Silva T Pikwane Properties
4. Pico Diamonds
5. Pikwane Diamonds Jewelers
 - Salaries- Pastel VIP Payroll

(+1 300Employees)

Emp201 monthly submission to SARS

- Pastel Partner v11.3.1
- Bookkeeping to trial Balance
- Bank Reconciliation
- Creditors(+60 per company)
Net value – 3.6m per company
- Debtors(+20 per company)
Net value-1.2m
- Property and Rentals
- EFT Payments
- Asset Management
- U Filing to Department of Labour
- Prepare and submit Annual returns
- General office Admin
- Travel and Accommodation arrangements
- Reimbursements to Employees and Owners
- Assist with Audit Requests

Jan 2011 – Jun 2012(Contract Ended)

Creditors Clerk**SABnT****Duties:**

- Prepare and enter batches of invoices in the accounting system
 - Invoicing
 - Dealing with Suppliers Queries
 - Payment Allocations
 - Creditors reconciliations
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July 09 – Dec 2010(Career Advancement)

Financial advisor**Metropolitan Life****Duties:**

- Sales
 - Prospecting
 - Customer care
 - General Admin
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REFERENCES

1. [Acsa](#)
Nkululeko Zikalala – Payroll Supervisor
2. [Komatsu Minning Corp](#)
Kgomotso Kobue – payroll Supervisor
3. [Pikwane Diamonds](#)
Eugalia Louw – Office manager