

YOTANDO MAGAZI

Johannesburg, Gauteng, South Africa

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PROFESSIONAL SUMMARY

Experienced

Human Resources and Administration professional

- With strong background in HR operations, payroll support, recruitment, compliance, and office administration.
- Proven ability to manage HR systems, employee records, reporting, and stakeholder coordination across multiple industries including tourism, construction and professional services.
- Highly organized, detail-oriented, and able to perform under pressure.

CORE SKILLS

- Human Resources Administration
- Recruitment & Selection
- Payroll & Benefits Reconciliation
- HR Policies & Procedures
- Employee Relations & Disciplinary Processes
- On-boarding & Performance Management
- Reporting & Record Management
- MS Word, Excel, PowerPoint, Outlook
- HRIS (BambooHR)
- Time & Attendance Systems
- Booking & Reservation Systems
- Communication & Stakeholder Liaison

WORK EXPERIENCE

Administrator Mountain Roads February 2023 – December 2025

- Prepare all relevant HR correspondence relating to and including leave, performance bonuses, annual increases etc.
- Administration of Clock in system (Time-sheets)
- Researching and completing BOQ
- Printing documents and completing Tender documents
- Birthdays/Deaths – Keep diary and issue relevant communication.
- Deal with HR Requests and queries timeously and escalate if necessary
- Assist to maintain personnel data record filing system.
- Providing data for and preparing relevant HR reports, information and documents as and when required.
- Any other ad hoc administrative duties as and when required.
- Liaising with payroll
- Assist with the maintenance and development of HR policies and procedures
- Capturing data for all the mentioned projects
- Monitoring and updating all databases

Ad-Hoc Administrator Folex Accounting Services April 2022 – December 2022

- Reconciled employee benefits against monthly payroll
- Verified payroll data accuracy and identified discrepancies
- Implemented authorized payroll changes
- Ensured compliance with payroll deadlines
- Provided general administrative support

**Human Resource Manager
Once in Cape Town
April 2015 – July 2019**

- Making sure all departments progress effectively
- Coordinate work for different people within the company
- Evaluation of staff and area performance (audits)
- Help control work flow and audit to monitor progress
- Set up administrative systems to track staff performance
- Attend to Disciplinary, On-boarding, Hearings, Performance Appraisals
- Ensure legal and star grading compliance
- Communicate weekly and monthly to management and shareholders;
- Operational functions, deadlines, staff performance and targets
- Implemented and work through BambooHR (HRIS)
- Host site visits and entertain clients/ suppliers
- Advertise vacant positions, candidate selection, host interviews, call references and make hiring decisions
- Ensure company policies and rules are adhered to, training
- Company representation at Tradeshows, Conferences, Seminars, etc.
- Ensure HR policies, procedures and systems are developed, implemented, improved and consistently adhered to by both HR and line personnel;
- Ensure compliance with all relevant Company policies and labour legislation such as the LRA, BCEA and EEA

**Learnership - Advertising
Red & Yellow Springboard
October 2014 – March 2015**

- Integrated Marketing Communication
- Advertising Fundamentals & Data Analytics
- Project Management & Event Planning
- Presentation & Client Service Skills

Intern - Tourism
Eurocentres Language Learning Worldwide
October 2012 – March 2013

- General administration and database updates
- Switchboard operations and student support
- Prepared monthly social programs
- Assisted with remittances and reporting

Claims Clerk / Administrator
Ulwandiso Construction
September 2008 – June 2009

- Managed claims, payments, and bookkeeping
- Assisted with BOQ and tender documentation
- Handled travel arrangements and diary management
- Provided PA support and general office administration

Administrator
Malupho Recruitment Agency
January 2006 – June 2008

- Maintained performance management databases
- Managed diaries and travel arrangements
- Coordinated meetings and office administration
- Document preparation and archiving

EDUCATION & QUALIFICATIONS

- Certificate in Human Resource Management - University of Cape Town (2018)
- NQF Level 5: Marketing / Advertising Learnership - Red & Yellow (2015)
- National Diploma: Tourism Management - CPUT (2014)
- Amadeus - Certificate of Achievement (2013)
- Virgin Atlantic - Fares & Ticketing Certificate (2013)
- Personal Computing Certificate - Rosebank College (2006)
- Grade 12 - Cathkin High School (2005)

ADDITIONAL INFORMATION

Languages: English, Xhosa
Driver's Licence: Code B
Citizenship: South African

REFERENCES

Available upon request.