

# NNYAWEDZENI VELE

## DETAILS

### ADDRESS

Johannesburg  
South Africa

### PHONE

065 1630 931

### EMAIL

Velennyawedzeni2@gmail.com

## SKILLS

Ability to Multitask



Effective Time Management



Adaptability



Fast Learner



Communication Skills



Ability to Work in a Team



Microsoft Office



Interpersonal Communication Skills



Problem Solving Skills



Data Analysis



Analytical Thinking Skills



Good Communication



## PROFILE

Dynamic professional with expertise in optimizing organizational efficiency through adept management of leave processes, service terminations, and pension withdrawals. Proven skills in handling abnormal appointments, acting allowances, and implementing IQMS. Effective in overseeing employee performance and maintaining meticulous records. Detail-oriented and committed to driving streamlined communication and operational excellence.

## EMPLOYMENT HISTORY

### Receiving Clerk, Shoprite Checkers (Pty) Ltd

Jan 2016 — Sep 2022

- Communicated with coworkers and supervisors to coordinate shipping and receiving
- Collaborated with other departments to resolve discrepancies between invoice and receiving documents
- Provided vital clerical support to the receiving manager, streamlining operational efficiency.
- Successfully handled and managed the incoming stock, ensuring accuracy and timeliness.
- Executed precise unloading and unpacking of materials, contributing to an organized and efficient receiving process.
- Conducted thorough inspections to verify the condition of the received stock, maintaining quality standards.
- Accomplished accurate reconciliation of stock received against invoice quantities, minimizing discrepancies and ensuring financial accuracy.

### Human Resource Clerk, Department of Education (Vhembe District)

Aug 2013 — Feb 2015

- Efficiently managed leave processes, service terminations, pension withdrawals, and conducted leave audits, ensuring compliance and accuracy.
- Successfully recognized and documented long services, facilitated employee shifts, and approved advertisements and interview packages, contributing to effective human resource management.
- Handled abnormal appointments, acting allowances, and the Individual Quality Management System (IQMS), ensuring fair and consistent employee compensation.
- Managed employee performance through the Performance Management Development System, providing quarterly reports and overseeing contracts.
- Established a comprehensive database for submitted reports and contracts, enhancing the organization's record-keeping capabilities.
- Conducted quarterly reviews of the quality of performance and management systems, contributing to continuous improvement.
- Captured quarterly reviews in the Persal system, ensuring accurate and up-to-date records.
- Recorded and organized incoming and outgoing mail, facilitating efficient communication within the organization.

## **EDUCATION**

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**Human Resources Management N4-N6, Northern  
Technical FET College**

2013

**Grade 12, Khwevha Commercial School**

2009

## **REFERENCES**

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**References available upon request**