



YAMKELA MAGQAZANA

HR GRADUATE INTERN

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PERSONAL SUMMARY

Results-oriented and dynamic Human Resources Intern with proven experience in organizational leadership, multi-unit operations, marketing, relationship management, and public relations. Taking initiative has always been my academic and career focus. I certainly understand responsibility, hold an intense work ethic, social skills that can build and maintain relations across and beyond the organization and strive to do my best in any situation to meet corporate objectives. I believe my strength, abilities, and skills make me a perfect fit for this opportunity. I am extremely reliable, considerate, personable, and I am comfortable working with all personality types. My objective is to further my knowledge, experience, and career in Human Resource Management especially Labour Relations field and Employee Wellness.



EDUCATION

POST GRADUATE DIPLOMA IN LABOUR LAW (Dispute Resolution)
UNIVERSITY OF THE WESTERN CAPE • 2020

BTECH IN HUMAN RESOURCE MANAGEMENT
NATIONAL DIPLOMA IN HUMAN RESOURCE MANAGEMENT
WALTER SISULU UNIVERSITY OF TECHNOLOGY • 2017

MATRIC
MSOBOMVU SENIOR SECONDARY SCHOOL • 2013



ATTRIBUTES

- Articulate
- Organised
- Meticulous
- Technological
- Patient
- Determined
- Systematic



KEY SKILLS

- Customer service and communication skills.
- Commercial awareness
- Working under pressure
- Working in a busy team
- Time management
- Problem solving and initiatives
- Attention to detail
- Responsibility
- Cultural awareness



COMPUTER SKILLS

MS Word
MS Excel
MS PowerPoint
MS Outlook
PERSAL





CAREER HISTORY

DEPARTMENT OF HEALTH

HR GRADUATE INTERN • OCTOBER 2019 – 31 MARCH 2021

- Capturing annual leave, sick leave, family responsibility leave
- Instating long service awards
- Capturing shift allowances for night duty staff, overtime
- Handling of enquiries, correspondence and filing with regard to staff matters
- Overall knowledge and understanding of salary and benefits administration execution on the persal system.
- Confirmation of employment particulars from outside institutions
- Capturing permanent and contract appointments as well as sessional appointments
- Instating of all employee allowances and deductions.
- Responsible for periodic appointments and payments.
- Instating garnishees/administration in accordance with prescribed legislation.
- Creating withdrawal from pension fund on persal(4.7.8)

Leave Matters/PILIR:

- Implement annual, sick, special, LWOP, leave for occupational injuries
- Audit of leave files
- Instate LWOP, compile letters, i.r.o. LWOP
- Leave payouts i.r.o. terminations of service, contract expiry, long service awards, etc.
- Apply leave policy i.r.o. all leave audits
- Processing of all PILIR cases

Housing, Allowance and State Guarantees:

- Advise employees on housing allowances
- Implement the three types of housing allowances on PERAL
- Prepare documentation for applications of State Guarantees
- Prepare housing allowance approval letters

Resignations, Retirements, Abscondment:

- Leave audits
- Personnel file audits
- Issue letters when required
- Take on Debt and Journalizing
- Complete pension documents for submission to Pensions Administration in Pretoria
- Knowledge of GEPF laws and rules

Appointments

- Issue appointment letters
- Issue quarterly probation reviews
- Implement appointments on PERSAL
- Implement allowances on PERSAL for new appointments and serving employees
- Handle submissions in respect of re-appointments
- Issuing of Employment contracts and Annexure B's
- Ensure that all documents relating to appointments are obtained and filed accordingly checklist of appointment documents

General Service Benefits:

- Implement Overtime, Standby, Shift, Public Holiday and Sunday allowance #5.3.2, #5.3.4, #5.3.14
- Process application for home owners scheme



CAREER HISTORY

- Implement or terminate home owners/tenants allowance #5.3.13
- Implement or amend stop-order deductions on Persal system #4.5.14
- Implement medical aid deductions & other miscellaneous matters #5.4
- Implement general allowances and deductions #5.3.1, #5.4.1
- Do Movement, Relocation and Transfers on Persal #4.6.6, #4.6.4, #4.6.5

Grade Progression:

- Calculating years' experience from registration date with Professional body
- Implement on PERSAL system #4.6.7

Pay Progression:

- Checking if on service records if employees qualify for Pay Progression
- Implement on Persal system #4.6.7

Terminations: (Pension) #4.7.1

- Implement resignations, transfer to approved pension fund, death cases, ill health, retirement on Persal
- Phone employee to come fill in the required documentation at HR office or send the required document to employee for completion
- Do leave audit (leave audit will determine if employee has overpaid leave debt)
- Perform manual estimated calculations
- Capture pension withdrawal on PCM
- Complete Z102 on Persal as well
- Issue clearance certificate w.r.t outstanding departmental debt
- Complete service certificate

Clerical duties:

- Telephone enquiries, drafting and issuing of letters, reports and handling of personnel queries and correspondence which include keeping staff informed guide and advice personnel on
- human resource administration matters.
- Provide HR support and assistance to all employees and supervisor
- Verify completeness of all documents sent for processing and approvals
- Follow-up on leave queries
- Advise employees on housing allowance policy/procedures accurately
- Printing of IRP 5 #5.5.9

RETAIL MANAGEMENT INTERN

TRUWORTH'S LIMITED • 20180301 - 20180928

- Greeting and serving customers as they enter the store
- Advising and assisting customers.
- Handling complaints or forwarding serious issues to the store manager or supervisor on duty.
- Conducting customer transactions.
- Replenishing the supply of stock on the shelves.
- Merchandising the stock on the floor.
- Assisting with the store deliveries.

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RECRUITMENT AND SELECTION

- Receiving of applications and capturing on a data base.
- Compiling spread sheets of applications (database) per post.
- Ensuring all applications comply with the advertisement and recruitment and selection prescripts.
- Shortlisting candidates who have the inherent requirements or necessary documentation signed.
- Keeping the Managers up to date with the post tracking by providing the information of how many candidates have been captured/received.
- Ensuring that all interview and filling of posts are compliant with RS 1 – 12 forms.
- Sitting in on interviews as an observer.
- Check that representation is maintained at all times in composition of panel members and that approval thereof of the panel is obtained from the delegated authority.
- Check that reasonable short listing criteria are developed and maintained to encourage advancement of people from designated groups and suitability of candidates.
- Ensure compliance and maintenance of institutional Employment equity plan and that of the region and ensure no Employment equity deviations especially on entry.
- Compiling R & S documents for the recruitment and selection processes.



REFERENCES

YAMKELA MBONGO
**Western Cape Rehabilitation
Centre - Administrative Officer**
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