THANYANI GLORIA WINTER

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Objective

Dedicated Administration professional with 2 years experience in data capturing, records management, and stakeholder communication.
Seeking an HR Administrator position to apply my organizational skills, attention to detail, and professionalism in supporting payroll, employee records, recruitment, and HR compliance.
A reliable self-starter committed to confidentiality, promptness, and delivering efficient HR support in a fast paced operational environment.

Personal details

Name:	:Thanyani Gloria Winter
Date of birth:	:13/05/2000
Gender	:Female
Nationality	:South African
Language	: Venda
Drivers License	:Code 10 C1

Skills

-Sound Interpersonal and Communication Skills

- Liaising and Stakeholder Engagement

- Negotiation and Conflict Resolution

- Administration, Data Capturing and Record Keeping

- Health & Safety Awareness: HIRA, Incident Reporting, Risk Assessments

- Basic Fire Fighting and Working at Heights Awareness

- Promptness, Professionalism and Time Management

- Self-starter with Assertive and Energetic Attitude

- Teamwork, Reliability and Adaptability

- Computer Literacy: MS Word, MS Excel, Email & Internet

- Report Writing and Documentation

- Problem Solving and Willingness to Learn

Work Experience

MBEU PROPERTY GROUP

Position:Office Administrator

Period:

June 2023-June 2025

DUTIES:

- File Management:Assisting with organising and maintaining confidential digital and physical filing systems. .
- Correspondence: Drafting professional emails, formal letters, and internal team memos.
- Data Entry: Assisting Inputting business information into databases quickly and accurately.
- Diary Coordination: Managing calendars, scheduling meetings, and resolving booking conflicts.
- Deadline Tracking: Monitoring daily schedules and timelines to ensure no targets are missed.

- Meeting Support: Preparing agendas, gathering paperwork, and taking accurate meeting minutes.
- Travel Logistics: Booking transport, accommodation, and itineraries for team members.
- Reception Duties: Greeting visitors professionally as the first point of contact.
- Call Screening: Answering telephone inquiries and routing calls to the correct person.
- Mail Handling: Sorting and distributing daily post, couriers, and urgent packages.
- Financial Admin: Processing invoices, tracking expenses, and assisting with basic billing.
- Compliance Checks: Verifying client identity documents and forms for regulatory safety.
- Inventory Control: Ordering office stationery and tracking supply levels.

AFRICAN SPIRIT

Position: Health and Safety Intern

August 2025-June 2026

DUTIES:

- Site Inspections: Conducting daily walkthroughs of the construction site to identify hazards and unsafe conditions.
- Risk Assessments: Assisting in identifying risks and implementing safe systems of work for civil activities (e.g., excavations, working at heights).
- Incident Investigation: Helping log workplace accidents, near-misses, or property damage, and determining the root causes.
- Toolbox Talks: organising and delivering short, daily safety meetings to construction crews before work begins. • PPE Compliance: Checking that all workers and site visitors wear the correct Personal Protective Equipment (hard hats, boots, vests).
- Safety Documentation: Maintaining the site health and safety file
- Induction Training: Conducting safety briefings for new workers, subcontractors, and visitors entering the civil site.
- Emergency Preparedness: Inspecting fire extinguishers, first aid kits, and assembly points to ensure emergency readiness.
- Permit Verifications: Checking that high-risk tasks have valid permits (e.g., hot work, confined space entry, deep excavation permits).
- Legal Compliance: Ensuring site activities comply with national occupational health and safety acts and environmental regulations.

- Equipment Checks: Inspecting civil plant machinery, scaffolding, and hand tools to verify they are safe for use. • Waste Management: Monitoring the site to ensure construction waste and hazardous chemicals are disposed of safely.
- Safety Meetings: Taking minutes and preparing reports for monthly health, safety, and environment committee meetings.
- Audit Assistance: Helping external safety auditors by gathering necessary safety compliance paperwork and evidence.

Education

COLLEGE

Institution	: NOSA COLLEGE
Higher grade passed.	: SAMTRAC
Year	: 2025
Institution	: FUNDA INSTITUTE
Qualification	: HIRA, Incident Investigation, Working a at heights, Legal liability Basic Fire Fighting
Year	: 2025

MATRIC

Institution	: MAMVUKA SECONDARY SCHOOL	Qualification	: Grade 12
Year passed	: 2017		

REFERENCES

Company:	African spirit
Position:	Social facilitator
Name:	M Ramalamula
Contact:	0762191310

Company: :The Elias Resort

Position: :Manager

Name: :Mr Ramovha

Contact: :0799211581

Company. : MBEU PROPERTIES GROUP

Position : Director

Name : Emmanuel Madele

Contact : 081 311 4876/ madele12@gmail.com

Company : NOSA COLLEGE

Position. : E-learning Coordinator

Name : Rachel Bantom

Contact. :0873303790