SollyJimson Mathibela

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Objective

To be part of a dynamic team where my enthusiasm and my hard work will lead to success. To establish my self in a dynamic environment where my educational background can be fully utilized. I need to be part of a progressive team where creative thinking and collaboration solves problems and contribute to well being of the department.

Experience

- **Ardagh Glass packaging** April 2025 - March 2026
  HR Trainee
  ●Administered the Workplace Skills Plan(WSP)and Annual Training Report (ATR)
  ●Sourced ,Planned, arrange internal and external training programs that aligned with managers and staff requirements
  ●Organnise training venues, distribute agendas, manage logistics (including meal tickets) and coordinate training PPE requisition.
  ● Conduct internal training presentations and facilitate training evaluation activities.
  ●Prepare leaning materials and operate multimedia equipment (data projector,Flipcharts,and photocopies) for facilitation.
  ●Manage compliance tracking by circulating attendance registers and capturing training metrics on the BEE system.
  ●Coordinate CHIETA projects for apprenticeship and assisted with the distribution of toolboxes.
  ●
  Administering bursary application,training certificates issuance,acting allowances, fuel reimbursement for external training.
  ●Compile agendas and took minutes for strategic HR, DEI (Diversity, Equity, & Inclusion
  ●Secure official quotes for training,obtained Financial approvals,and submitted invoices to the finance department for payment.
  ●Attend cases and observed proceedings at the bargaining council.
  ●Accurately record charges maintained,the chain of custody for evidence and archived grievance outcomes.
  ●Participate in workplace risk assessment and conducted 5S compliance audit across various plant departments.
  ●Utilize the SAP enterprise system daily to capture and manage annual, occational,sick and study leave aplication.
  ●Update and maintain skills development, employees records, and industrial relation database.
  ●Maintain data integrity on electronic spreadsheets fit Employment Relations (ER) tracking.
  ●Manage end to end recruitment process: secure approval to advertise,post vacancies, Screening Cv, and assist with shorlisting.
  ●Schedule interviews, develop interview questions,Forms part of the selection panel and conducting interviews.
  ●Conduct reference checks and qualifications verifications using Lexis Nexis.
  ●Advice candidates on interview outcomes and handle subsequent queries.
  ●'Arrange internal inductions with OHS practitioners and schedule medical tests with our internal medical practitioners.

●Administer internal organizations systems, including processing loan applications, calculating out of town allowances, and managing fuel/kilometers reimbursement.
Process employee terminations, prepare exit packages,and administer voluntary funeral cover application.
Utilize casual staff allocations to address operational and production staffing shortages.

- **Department of Higher Education and Training** 01/04/2022 - 30/03/2024
  HR Admin Clerk (WIL)
  Assist recruitment official in the shortlisting and scheduling interviews.
  coordinate and conduct the new employees on boarding process and present benefits.
  facilitation and implementation of employee's termination of service(Retirement ,resignation,dismissal and death).
  Facilitation and implementation of employees condition of services such as long service recognition,Housing allowances,and medical aid.
  implementation of leave management.
  issue appointment letters to official and clarify condition of employment.
  issue print out of salary advice on PERSAL.
  issue termination forms to the officials for completion,forward completed forms to head office.
  Liason with stakeholder such as GEPF regarding pension pay_out out, outstanding documents and medical Aid Scheme GEMS.
  Make follow up regarding GEPF Beneficiary forms (WP1002).
  Manage correspondence to Head Office and provide feedback and clarity.
  Manage and send notices on internal Departmental news flash.
  manage stuff record and probation records.
  Open and close files for employees manually and electronically.
  Provide administrative and coordinate support of training and performance management.
  Provide monthly HR reports and statistics.
  Serve as secretaries at HRM meetings.
  Statistics on staff exit,verification of payroll on active stuff.
  Updating of staff establishment and list of section.

Education

- **Kgaphola Matlala High School** 2011
  Matric
  Grade 12
- **Jepppe college of commerce and computer studies** 2014
  National Diploma in Human Resource Management(N6)

Skills

- communication
- interpersonal
- computer literate
- Time management
- Report writing
- Planning and organizing

Reference

- **William Matloga - Ardagh Glass Packaging**
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