CURRICULUM VITAE – NAASIFAH ROOKSHANA LOUW

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Professional Profile

Dynamic **HR and Payroll Coordinator** with 8+ years' experience in payroll administration, HR operations, and office management. Skilled in managing HR processes end-to-end, ensuring compliance with labour legislation, and delivering accurate payroll services. Recognised for strong organisational skills, attention to detail, and the ability to build positive relationships across teams.

Core Skills

- Payroll Processing & Compliance
- HR Policies & Procedures
- Employee Relations & Engagement
- Recruitment & Onboarding
- HRIS & Payroll Systems (Sage, VIP, etc.)
- Office & Team Management
- Reporting & Data Analysis
- Problem-Solving & Time Management

Professional Experience

Danone Southern Africa – HR & Payroll Coordinator
Oct 2024 – Present

- Coordinate payroll activities ensuring accuracy and compliance.
- Support HR functions including onboarding, queries, and employee records.
- Assist with HR audits, reporting, and performance processes.

Environmental Hygiene – HR & Payroll Administrator
[January 2024 – July 2024]

- Processed payroll and maintained HR records for all staff.
- Administered leave, benefits, and employee queries.
- Ensured compliance with labour law and company policies.

PMSkillshouse – Office Manager
Aug 2016 – Dec 2024

- Managed daily office operations and administrative support.
- Oversaw staff scheduling, payroll, and HR-related functions.
- Implemented office systems to improve team efficiency.

Education

Bachelor of Business Administration (BBA)

- Human Resource Major
  Regenesys Business School

Achievements

- Successfully supported payroll for multi-department teams.
- Streamlined HR and payroll processes to improve accuracy.
- Contributed to employee engagement and efficient HR operations.

References

Available on request.