MALOSE LENIAS MONETHE

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PROFESSIONAL SUMMARY

A dedicated and detail-oriented professional with a Diploma in Human Resources Management. I offer over three years of hands-on experience in administrative support, warehouse operations, and cargo management. Proficient in Microsoft Office applications, with solid expertise in inventory tracking, employee file management, and data capturing. Strong interpersonal skills, problem-solving abilities, and a proactive approach to managing tasks make me an asset in any human resources or logistics environment.

KEY SKILLS

- Administrative Support: Document management, appointment scheduling, and email correspondence
- Human Resources: Employee file management, payroll documentation, employee training coordination
- Warehouse & Logistics: Inventory management, cargo preparation, shipment coordination
- Software Proficiency: Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams), SAP Ariba, Sage Pastel, Fieldglass, Passport 360, SARS Efiling
- Data Entry & Management: High accuracy in data capturing and maintaining organized records
- Communication: Strong verbal and written communication skills, report writing, and client correspondence
- Team Collaboration & Leadership: Ability to work independently or as part of a team, leadership in task ownership
- Adaptability
- Recruitment & Selection

PROFESSIONAL EXPERIENCE

Human Resources Administrator – Learnership

NCP Chlorchem | March 2025 – Present

- Assisting with full-cycle recruitment and selection: job postings, screening CVs, scheduling interviews
- Supporting onboarding processes: preparing employee files, coordinating induction programs, issuing contracts
- Facilitating termination processes: conducting exit interviews, updating records, deactivating system access
- Booking entry and exit medicals for new hires and terminating employees
- Maintaining and updating employee records in digital and physical formats
- Assisting with compiling HR reports, statistics, and compliance documentation
- Supporting payroll preparation by providing relevant data such as absences, bonuses, and leaves
- Assisting with employee wellness initiatives and training coordination
- Ensuring adherence to company HR policies and labor legislation
- Providing general HR administrative support to the HR team

Receptionist

Makanatla Consulting | March 2024 – Present

- Managed front desk operations, including answering and directing calls with professionalism
- Provided administrative support for various departments, ensuring seamless office operations
- Managed and responded to client email correspondence efficiently
- Assisted in organizing and maintaining documentation and employee records
- Scheduled appointments and coordinated meetings for staff and clients

Admin Clerk

Mahlong Ditshehla Projects | May 2021 – September 2023

- Managed employee records including training schedules, medical appointments, and inductions
- Processed quotations, invoices, and coordinated sales administration tasks
- Assisted with monthly payroll documentation and submission to management
- Used Passport 360 and SAP Ariba for system administration and control procedures
- Liaised with the Mogalakwena Labour Desk for labor-related activities

General Worker

Bid Air Services | November 2020 – April 2021

- Managed cargo tracking, planning, and dispatching using the Win Freight system
- Assisted in packing and preparing shipments for both inbound and outbound deliveries
- Maintained the warehouse with housekeeping duties and organized shipment labeling
- Processed and filed PODs (proof of delivery) into the system for record-keeping

Experiential Trainee

Bid Air Cargo | October 2019 – August 2020

- Assisted in loading and managing PODs within the Win Freight system
- Conducted shipment preparation, including weighing, labeling, and dispatch coordination
- Operated manual pallet jacks for cargo handling and palletization
- Coordinated with customers for shipment details and filed related documentation

Receptionist Intern

Boston City Campus and Business College | September 2018 – June 2019

- Handled incoming calls and redirected them to appropriate departments
- Provided customer service, addressing student queries and assisting with online assignments
- Engaged in marketing activities and sales of the institution's services
- Managed the filing and organizing of business documents

EDUCATION

Boston City Campus and Business College
Diploma in Human Resources Management (Completed: 2019)

Motjere High School
Grade 12 (Completed: 2015)

CERTIFICATIONS

- Sage Basic Pastel Partners
- Digital Marketing Certificate (Mancosa)

GOALS

- To leverage my administrative and human resources skills in becoming a Human Resources Administrator or Admin Clerk
- To excel in warehouse operations by taking on challenging roles in the logistics industry
- To continuously improve and strive for excellence in both administration and warehouse operations roles

REFERENCES

Lipsen Sambo
Tel. +27 11 970 2541 | Boston City Campus

Charlene Kolbe
Tel. +27 83 283 8932 | Bid Air Cargo

Patience Hlongwane
Tel. +27 82 907 2908 | Bid Air Services

Raymond Seema
Tel. +27 73 720 3499 | Mahlong Ditshehla Projects