PRIVATE AND CONFIDENTIAL PROFILE

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PROFILE OF TSHIMANGADZO BENJAMIN KHUMELA

Current Employment	Working
Availability/Notice Period	1 Month

Surname	Khumela		
First Names	Tshimangadzo	Benjamin	
Citizenship	South African		
Identity No	7610245233084		
Gender	Male	**Passport Status**	Valid
Residing in	Kempton Park	**Areas to consider**	Willing to Relocate
Languages Spoken	Tshivenda/Tsonga/English/ Sepedi/ Sesotho / Zulu / Setswana		
Expectation	Negotiable		

OVERVIEW

An innovative Employment Specialist with over 10 years of experience and a comprehensive understanding of the full recruitment cycle, including sourcing, advertising, interviewing, and contract negotiation.

Profound knowledge of candidate selection, interview organization, and CV shortlisting, and skilled in the use of online recruitment channels for advertising roles and headhunting candidates. A strong communicator with the ability to cultivate and strengthen relationships with both potential and existing candidates to maximize business opportunities. Focused on sourcing and filing complex and niche positions to help the organization build an exceptional workforce to positively impact the business.

ACHIEVEMENTS

- Best recruitment consultant in 2012 for Capacity Outsourcing

ACQUIRED SKILLS / ABILITIES

- Sourcing
- Analytical skills
- Organisational skills
- Technical skills
- Performance Management
- Staff Development
- Communication Skills
- Team leading
- Computer Literate
- Customer Service
- Staff Management
- Time Management
- Negotiation

EDUCATION DETAILS

Highest Grade	Grade 12	**Institution**	Tondalushaka Secondary School
Year Passed	1997		

Qualification	Bcom Honours In Business Management	**Institution**	University Of South Africa
Year Passed	In Progress		

Qualification	Bcom In Human Resource Management	**Institution**	University Of South Africa
Year Passed	2023		

Qualification	Higher Certificate In Human Resource Management	**Institution**	Rosebank College
Year Passed	2016		

Qualification	Higher Certificate In Human Resource Management	**Institution**	Rosebank College
Year Passed	2016		

COMPUTER LITERACY

- Ms Package
- Internet
- Email
- Internet

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CAREER DETAILS

Name of Employer	**Express Employment Professionals SA**
Designation / Title	**Employment Specialist**
Period of Employment	**March 2020 – To date**
Reason for Leaving	

- Fill 100% of all qualified job orders with urgency
- Make MPC call weekly and additional inside sales calls daily
- Recruit, interview and retain a qualified pool of associates
- Full circle recruitment
- Drawing up shortlists of candidates for clients to interview
- Generate and expands business with existing accounts and new accounts
- Increase office and team effectiveness through daily communication
- Perform other related duties as necessary and assigned
- Conduct business in accordance with express guidelines and applicable
- Managing and running a temp staffing department
- Sourcing and selecting of candidates for job specifications received from the clients
- Screening applicants against job specification and selection criteria
- Conduct face-to-face interviews with candidates
- Doing reference checks on candidates through MIE (i.e. Academic, Criminal, Credit/ITC and previous employer checks)
- Regular client visits to Client companies to advise on and assist in planning the organization's current and future Human Resource recruitment requirements
- Reviewed job applications to identify, vet and recommend optimal candidates
- Develop and grow business, through the delivery of sales and revenue, through the identification and on boarding of clients by selling the permanent recruitment solution
- daily, Weekly and Monthly maintenance and management of candidates and client database
- Client visit
- Temp Documentation – Ensuring candidates has a sign contract and that all supporting documentation is accurate
- Capturing and exporting payroll in a weekly basis
- Attending to employees and client queries
- Attending to disciplinary hearings of employees with the client
- Making sure that all staff documents are up to standard e.g. Trade statement, Drivers licence And MHEs)
- Attending client briefing sessions and client visits, to ensure new business has been qualified
- Work with the external IR consultant in handling disciplinary issues with external staff.
- Engage in IR functions such as, discipline, grievances, counselling, and educating.
- Maintains payroll information by collecting, calculating, and entering data
- Collecting timesheets from client for payroll purposes
- Updates payroll records by entering changes
- Prepares reports by compiling summaries of earnings, Leave and payouts with Head office
- Resolves payroll discrepancies by collecting and analyzing information
- Provides payroll information by answering questions and requests
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Maintained friendly and professional client interactions on a monthly basis

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Name of Employer	**Transman**
Designation / Title	**Recruitment officer**
Period of Employment	**June 2018 – February 2020**
Reason for Leaving	**Resign**

- Assisting clients with flexible and temporary staffing solution on a daily basis
- Managing and running temp staffing department
- Sourcing and selecting of candidates for job specification received from the clients
- Screening applicants against job specification and selection criteria
- Conduct face to face interview with candidates
- Doing reference checks on candidates through MIE (i.e. Academic, Criminal, Credit/ITC and previous employer checks)
- Setting up interviews with clients
- daily, Weekly and Monthly maintenance and management of candidates and client database
- Client visit
- Temp Documentation – Ensuring candidates has a sign contract and that all supporting documentation is accurate
- Attending to employees and client queries
- Attending to disciplinary hearings of employees with the client
- Making sure that all staff documents are up to standard e.g. Trade statement, Drivers licence And MHEs)
- Follow up with managers regarding employee's queries
- Ensuring the recruitment database is properly managed and maintained
- Uploading the new assignees to the system and maintain the filling

Name of Employer	**Fempower Personnel**
Designation / Title	**TES Recruiter**
Period of Employment	**February 2018 – June 2018**
Reason for Leaving	**Got a job permanent job at Transman**

- Assisting clients with flexible and temporary staffing solutions
- Sourcing and selecting of candidates for job specification received from the client
- Inducting new employees
- Collecting timesheet for weekly and Monthly payroll
- Screening application against job specification and selection criteria
- Setting up interviews with client
- Dilly and weekly maintenance and management of the candidates and client database
- Client visits
- Temp documentation – ensuring candidates has a sign contract and that all supporting documentation is accurate (e.g. MIE, Registration form, Tax certificate and bank statement)
- Attending to employees and client queries
- Making sure that all staff documents are up to standard e.g. Trade test, Drivers licence and MHEs licences
- Follow up with clients and managers after placement
- Ensuring the recruitment database is properly managed and maintained
- Looking after temps on site
- Delivering of payslip to temps and collection of timesheets to clients

Name of Employer	**Capacity Outsourcing**
Designation / Title	**Recruitment Specialist**
Period of Employment	**March 2007 – February 2017**
Reason for Leaving	**Retrenched due to operational requirements**

- Assisting clients with flexible and temporary staffing solution on a daily basis
- Managing and running temp staffing department
- Sourcing and selecting of candidates for job specification received from the clients
- Screening applicants against job specification and selection criteria
- Conduct face to face interview with candidates
- Advertising jobs (Pnet, career junction and Newspapers)
- Doing reference checks on candidates through MIE (i.e. Academic, Criminal, Credit/ITC and previous employer checks)
- Setting up interviews with clients
- daily, Weekly and Monthly maintenance and management of candidates and client database
- Client visit
- Temp Documentation – Ensuring candidates has a sign contract and that all supporting documentation is accurate
- Attending to employees and client queries
- Attending to disciplinary hearings of employees with the client
- Making sure that all staff documents are up to standard e.g. Trade statement, Drivers licence And MHEs)
- Follow up with managers regarding employee's queries
- Ensuring the recruitment database is properly managed and maintained
- Uploading the new assignees to the system and maintain the filling

Name of Employer	**African Explosives Limited**
Designation / Title	**Trainee Process Controller**
Period of Employment	**January 2005 – October 2005**
Reason for Leaving	**IOD (injury On Duty)**

- Starts and shutdown the plant
- Diagnosis plant operation and training quality problems and take correctives action
- Participate in developing and training of team members, multi skilled environment
- Ensure the plant achieves the production target for the week
- Ensure stock is counted on a daily basis and report any shortfalls to the relevant department
- Update timesheet and overtime for every employee on a daily basis
- Capture production data on the PC at the end of every shift
- Liase with internal customers laboratory personnel, maintenance personnel and management
- Responsible for identifying unnecessary expenditure in the plant
- Responsible for dispatching product of the right quality and quantity
- Responsible for identifying and reporting maintenance problems in the plant
- Monitors and control the effluent system
- Adheres to all relevant acts, rules procedures and regulation at AEL

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Name of Employer	**African Explosives Limited**
Designation / Title	**Plant Operator (explosives and chemicals)**
Period of Employment	**June 2003 – December 2004**
Reason for Leaving	**Promotion**

- Preparing explosives tubes to the specific tray
- Priming the axide and PTN to the tubes for the product
- Measuring the explosives element according to the specification of the product
- Connecting shock tube to the detonators using crimping and inserting machines
- Testing detonators to make sure of the quality
- Liase with internal customers for the ready of the product
- Loading and offloading acid tankers
- Stock control, ordering of chemical acids
- Making chemicals pure Nitric acid
- Plant start up and process control
- Making 60% spent nitric acid from 80% nitric acid

REFERENCES

Company	**Express Employment Proffesionals SA**
Referee	**Clive Reid**
Position	**Managing Director**
Contact Number	**010 035 6594 / 082305 6556**

Company	**Transman**
Referee	**Grant Cruisckshank**
Position	**Client Services Manager**
Contact Number	**010 060 1258 / 083 692 1698**

Company	**Fempower Personnel**
Referee	**Alane Scholtz**
Position	**Key Account Manager**
Contact Number	**010 003 6735 / 083 459 2523**

Company	**Capacity Outsourcing**
Referee	**Esme Van Der Merwe**
Position	**Resource Manager**
Contact Number	**011 456 9600 / 082 471 8824**

Company	**African Explosives Limited**
Referee	**Roelf Van Rooyen**
Position	**Senior Process Controller/ Team Leader**
Contact Number	**011 606 2030 /082 486 7926**

Company	**African Explosives Limited**
Referee	**Maisela Kekana**
Position	**Team Leader**
Contact Number	**011 606 2025 / 072 343 9532**

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