MABUNDA MASHILA FRANCIST

5283 Gceleka St Daveyton Benoni 1507 | 0799333312/0714335305 | mashilafrancist168@gmail.com

Objective

Detail-oriented HR and finance Clerk with over 3 years of experience in HR administration and payroll support within the road passenger transport industry. Skilled in SAGE Pastel Payroll & HR and accounting, statutory deductions, and South African Road Passenger Bargaining Council (SARPBAC) compliance, seeking to contribute strong HR and payroll administration skills to a dynamic organization.

Experience

Mathole Bus Services CC HR and Finance Clerk **2024/JUN – 2026/JUL**

- Provide clerical and administrative support to support to human resource department.
- Maintain accurate fuel records and capture fleet cards transaction on pastel.
- Contribute to the administration of savings withdrawals (2pot), provident funds, and COIDA.
- Processing the SNTs, 80/70 seaters allowances, train bus allowance and overtime for weekly.
- Monthly reconciliations of all third parties and statutory payments.
- Liaise with Provident Fund Administrators
- Assist with ATR and WSP Submission.
- Submission of scholar transport quotes and tender documents to Department of Education.
- Capturing supplier's Invoice and transaction on pastel accounting,
- Issue the monthly scholar tax invoices to Department of Education.
- Assists management with all progressive disciplinary issues.

Mathole Bus Services CC HR Intern **2023/JAN - 2024/JUN**

- Ensuring accurate and timely salary payments.
- Administration and maintenance of HR files.
- Assist with the preparation and coordination of CCMA case documentation
- Leave administration and print payslips for distribution.
- Assist with full recruitment lifecycle-from job adverting to onboarding.
- Drafting standard HR correspondence (confirmation of employment letters, basic warning letters).

Makhabeni Primary School Education Assistant **2021/NOV-2022/SEP**

- Help prepare the relevant resources that will be needed for teaching and learning
- Capturing learners' information on the SA-SAMS.
- Maintaining daily attendance record of learners.
- Perform clerical duties of school to support principal, teachers and administrative staff.
- Operate the switchboard by answering, screening, directing incoming calls promptly and accurately.
- Managing petty cash, tracking expenditures, and processing invoices and receipts.

Education

Letaba TVET College, National N Diploma in Human Resources Management **2024**

SAGE, Sage Business Cloud Payroll – Practitioner (Short Course) **2024**

Letaba TVET College, N4-N6 Human Resource Management **2021**

Motsheudi High School, Matric **2017**

Skills & abilities

- Good understanding of HR function.
- Proficiency in HRIS (SAGE Pastel Payroll & HR).
- Strong administration skills.
- Understanding of statutory deductions including UIF, PAYE, and Bargaining Council contributions.
- Data Entry Accuracy.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office suite, including Word, Excel, and Outlook.
- Excellent organizational and time management skills.
- Critical thinking and team work.
- Maintaining confidentiality.
- A high level of attention to detail.
- Ability to work under pressure, prioritize tasks, and meet strict deadlines.

Additional Information

- Valid Code C1 Driver's License

References

- **Elizabeth Dorethia Metselaar– Mathole Bus Service Cc**
  HR and Administration Manager
  015 590 0001/0814418057
- **Matlou Motlatso – Makhabeni Primary School**
  Deputy principal
  0836505731
- **Maswanganyi Leanard – Letaba Tvet Collage**
  Lecturer
  0604316859