**TONDERAI**

**TONDERAI.334008@2freemail.com**

**LANGUAGES English**

**Career Objective**

A Human Resources Manager with over 3 years of progressive experience augmented by a strong post-secondary background in Human Resources and Administration. Experienced in Payroll Administration, Benefits/Compensation Administration, Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy and Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Improvement, and Strategic Planning. Sound knowledge of Labour Relations, Occupational Health & Safety, Pay Equity and other related labour laws. Proven ability to function as a Strategic HR Business Partner and develop and implement successful human resources management strategies to support corporate mandate.

Creative and innovative thinker with effective human resources management and goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.

**Profile**

* A tremendous, results-oriented person offering focused leadership to drive sales and profitability in highly competitive markets. Consistently achieve performance goals through enthusiasm, tenacity and initiative.
* Capability to research, digest, analyze and present material clearly and concisely;
* Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.
* A hardworking and proactive individual, able to work satisfactorily even with minimal supervision.
* Possesses excellent interpersonal skills, analytical, good judgment and time management skills.
* A reliable, trustworthy, positive team player that takes on direction well.
* A goal oriented individual with a passion for more exposure and advancement of skills acquired to date.

**Professional Experience**

**Human Resources Manager January 2013 to 31 October 2016**

**Rohloff Administration Group Summary of Duties and Responsibilities**

* Designs, develops and implements an effective system and policies for Human Resources administration
* Designs, develops and updates all documents related to HR
* Sets up and maintains an effective HR filing system
* Facilitates successful on-boarding of new employees
* Conducts orientation for new employees
* Assess the training requirements of staff and makes reports as necessary
* Designs, develops and delivers soft skills training programmes for employees as per requirements
* Creates, updates and administers an effective performance appraisal system across the organisation
* Creates and administers an Employee Complaints Handling system
* Advises management on appropriate changes and/or new processes to be introduced at work
* Designs, develops and implements an effective system for office administration
* Anticipates, plans for, and procures items required for the office and staff on a regular basis
* Maintains control of inventory of office supplies and monitors usage pattern and re-order levels
* Ensures optimum utilisation of all resources at work, including physical and human
* Attends to phone, e-mail and physical enquiries and do follow-up as required
* Creates and reviews written communication
* Maintains the communication links of the company with suppliers
* Arranges for, and ensures the smooth conduct of periodical staff meetings
* Prepares periodical reports for Management and also analyses and summarises reports for Management use – Task Sheet
* Coach managers on the process of evaluating employees, setting goals, conducting objective performance reviews, and recognizing and awarding performance to improve productivity
* Handle employee terminations, grievance and other difficult situations in a sensitive, fair and respectful manner, working closely with legal counsel, supervisors and management
* Identify talent and aspirations of individual employees and provide coaching aimed at motivating them to undertake the necessary training required to advance their careers within the company
* Develop job profiles and source candidates from major job boards; select, interview and hire 76 employees in collaboration with department managers
* Plan and develop on-the-job training programs for line employees and career development programs for managers with a focus on retaining existing talent and reducing employee turnover
* Ensuring compliance with legal, contractual or statutory procedures on personnel management such as recruiting, welfare benefits and work contract termination.
* Overseeing the smooth running of HR-related administrative tasks, such as holiday management, sick leave, replacement jobs and wage payments.

***Accomplishments***

• Established and maintained proper structures and processes to track time and attendance, vacations, and other activities resulting in efficiency gains of 33%

• Implemented Payroll and HR policies resulting in annual cost savings

• Improved “employer branding” by working with the IT department to design, develop and launch the company’s first career site

**Professional Experience**

**Swandick Welding Pvt Ltd (South Africa) January 2012 to 31 December 2012**

**Administration Manager Summary of Duties and Responsibilities**

* Develop a formal plan to attract, develop and deploy global talent through external recruiting and succession management
* Find the right mix of development programs to satisfy the company's unique requirements. Key performance measures such as, Strength of employment brand.
* Attending to employee pay roll queries, Interviewing prospective employees
* Helping draw up plans for future personnel needs, employee safety, welfare, wellness and health
* Filing and ensuring the safety of employee documents and recording minutes during heads of departments meetings.
* Compiling reports of daily sales from nationwide branches.
* Correcting deviations in entries raised during processing as per work schedules and registers.
* Performing any duties as assigned by the Manager.

**Professional skills**

* employee relations
* Microsoft Office 2007 - Word, Excel, and PowerPoint
* Recruitment and selection, Payroll administration
* human resource management e.g. critical thinking, leadership, communications and general management scheduling skills
* Administering Psychometrics assessment
* Labour relations and compensation benefits
* Performance measurement

**Education**

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| --- | --- | --- |
| **Institute** | **Level** | **Period** |
| **Midlands State University,**  | **Bachelor of Science Honours Degree in Psychology (Upper Second Class)**  | **2011-2014** |
| **Yum training certificate**  | **Yum 2016** |  |

**Hobbies**

Reading, Volleyball, Travelling