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Position Applied For:

FORMTEXT Enter Position Here

Candidate Name:

Nontuthuko Mdletshe

MPC Consultant Name:

Elmarie Muhl

MPC Consultant's Contact Details:

(031) 562 8001

Date Referred:

21/06/2016

Personal Details

Surname :

Mdletshe

First Names :

Nontuthuko (Known as Nu)

Nationality :

South African

Language Proficiencies :

English, Zulu and Afrikaans

EE/AA Status :

AA / Black Female

Availability :

Two weeks

Career Summary

Company

Position

Duration

Beiersdorf

HR Business Partner

Dec 2016 - Sep 2017

CHEP

HR Business Partner

Dec 2015 - Jul 2016

Aspen Pharmacare (Holdings)

Group HR Officer

June 2015 - Sept 2015

Aspen Pharmacare (Holdings)

Group Talent Development Officer

Nov 2014 - May 2015

Unilever

HR Operations Specialist / HRBP Call Centre

Mar 2013 - Nov 2014

Quest Staffing Solutions

Account Manager (Unilever Account)

Jan 2011 - Feb 2013

Quest Staffing Solutions

HR Administrator (Unilever Account)

Jan 2009 - Dec 2010

Quest Staffing Solutions

Recruitment Consultant

Jan 2008 - Dec 2009

Academic History

Qualification :

B.Tech Degree in Human Resources Management

Date Completed :

2014

Institution :

Durban University of Technology

Qualification :

National Diploma in Human Resources Management

Date Completed :

2013

Institution :

Durban University of Technology

Qualification :

Matric

Date Completed :

2000

Institution :

Durban Girls' High School



Computer Skills

Programs/Systems :

MS Office (Word, Excel, PowerPoint and Outlook), AX, Adapt, SAP, BAAN, Peoplesoft

Nontuthuko Mdletshe

Resumé of Career to Date

Company Name :

Beiersdorf

Type of Industry :

FMCG

Period of Employment :

December 2016 – September 2017

Position :

HR Business Partner

Duties :

Recruitment and Training and Development

Designs, develops and maintain the recruitment process in the organization (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)
Designing the selection matrix for choosing the optimum recruitment channel and recruitment source
Exploring the market best practices in recruitment and staffing ,implement appropriate best practices within the organization
Builds a quality relationship with the internal customers and external recruitment agencies
Monitors and constantly reduces the costs of the recruitment process
Sets the social media communication strategy for different job profiles and functions in the organization
Conducts job interviews for the managerial job positions (or key jobs in the organization)
Monitors the labor legislation and implements required changes to keep the process compliant
Manages and develops the team of HR Recruiters
Acts as a single point of contact for managers regarding recruitment topics
Designs training recruitment for HR Recruiters and line managers
Key Skills
Excellent communication skills
Excellent negotiation skills
Job Interviewing Skills
Managerial and leadership skills

Compensation and Benefits

Effectively manage the monthly payroll process for our South African affiliate with the support of our external payroll service provider
Oversee statutory compliances
Manage the ESS portal - monitoring all leave & claim requests in line with policy and maintaining technical setup of workflows in the system
Respond to all employee-related queries around their salary payments
Preparing the monthly Salaries Journal for Finance
Act as Key User & Quality Responsible to ensure the accurate tracking & timely updates of employee data for the MU on SAP PCO
Spearhead the company's participation in all relevant, annual Salary Benchmark Surveys (Deloitte, Hay, Mercer) and ensure pay packages are competitive, in line with statutory requirements and industry standards, making recommendations where appropriate.
Managing relationships with current Service Providers to ensure smooth running of monthly schedules, payments & query resolutions with Medical Aid, Gap Cover, Pension Fund etc
Supporting the annual total increase exercise in providing strategic thoughts & relevant data in line with Performance Management strategy
Preparing, updating & recommending HR Policies & procedures together with the HR Team to support compliance within the business
Support with logistics and coordination of all Expat Assignments in to/out of South Africa
Managing the Debit Note process for Host Countries
Annual Workplace Skills Plan and Training Report to Services SETA
Bi-annual HR Audit with EY
Monthly recon & payments of invoices, headcount reporting for CIS
Quarterly Employment Stats to DoL
Ad hoc requests from Senior Managers and Exec Team members
Maintenance of Employee Files including filing and contract administration
Providing general employees, senior Managers & Exec Team members with support, guidance and regular updates around all HR-related issues
Reason for Leaving :
Maternity leave contract role.

Company Name :
CHEP
Type of Industry :
Manufacturing
Period of Employment :
December 2015 - July 2016
Position :
HR Business Partner
Duties :

Owns the internal business unit relationship, Supply Chain, Asset Mgt, Forestry, Global IT
Owners of employees and line managers (first point of contact)
Day to day manager advice - coach and empower line managers to manage
Supporting managers to drive employee engagement
Facilitate Talent Management Processes with line management in order to ensure a high
Calibre of talent in line with the business objectives.
Develop an understanding of the business recruitment needs.
Consult with management on job analysis and job description.
Provide the Recruitment Specialist with criteria for sourcing candidates
Facilitate interviews with line management
Responsible for HR related employee on boarding activities and setting
Candidates up for success.
Ensuring that the skills, knowledge, abilities, and performance of the workforce meet the
Current and future organizational needs through the administration of individual
Development plans by:
Identifying development needs
Provide employees with development opportunities, and ensure that they are
Able to meet current and future performance standards
Identify performance short comings
Define clear short and longer term actions for improvement and take appropriate
Remedial steps to address performance issues.
Partnering with the L&D team to agree training and development initiatives that
contribute to improving individual and organisation effectiveness.
Act as change agent and support the business with organizational change and development as necessary, influencing leaders to address organizational design issues
where required for business success.
In accordance with organisational policies, government regulations and labour contracts, administer:
Compensation
Pension and savings benefits
Health and welfare benefits
Statutory compliance
Input to HR framework and strategy creation
Manage HR projects as required from time to time
Reason for Leaving :
Maternity cover contract role.

Company Name :
Aspen Pharmacare (Holdings)
Type of Industry :
Pharmaceutical Industry
Period of Employment :
June 2015 - September 2015

November 2014 – May 2015

Position :

Group HR Officer

Group Talent Development Officer

Duties :

As Group HR Administrator / Officer

(June 2015 – September 2015):

Draft HR business Plan in line with relevant business unit

Ensure Implementation as per plan within relevant time lines

Ensure alignment of HR plans to HR Strategy

Ensure effective delivery of advice relating to all industrial relations issues

Ensure that all Aspen policy and procedures are implemented

Ensure that all users are informed of policy

Ensure that IR training is conducted where applicable

Manage and coordinate internal processes and disciplinary action where required

Assist in the development of Head Office Targets

Ensure through effective recruitment implementation of these targets

Monthly reporting on EE movement and tracking to plan ensuring that plan is achieved

Assist in the culture and values roll out per division

Assist with development and implementation of climate survey interventions

Climate survey results communicated and relevant action plans developed

Facilitate Head Office succession planning process

Assist management through ensuring performance reviews are conducted and facilitate individual development plans

Ensure an open and professional consultative dialogue with all employees & line managers

Facilitate all contact and exchanges between management and employees, & where necessary, acting in a conciliatory or mediatory role; conduct meetings and report back to management.

Ensure HIV & Aids policy awareness and understanding in division

Co-ordinate effective counselling of staff in all situations

Monitor employee well being framework

Ensure effective recruitment practices

Effective communication with Group Recruitment relating to recruitment support

Information is gathered regarding development needs

Personal training and development is negotiated with manager

Learning solutions are identified, proposed and implemented according to ongoing personal and team development plans.

Best practice is encouraged to ensure expertise. Up skilling and multiskilling are co-ordinated in line with staff development.

Advise line managers on coaching and development plans, to ensure that staff are properly coached, given the opportunity to develop and be continually motivated to handle the demands of their jobs and achieve their objectives.

As Group Talent Development Officer

(November 2014 – May 2015):

Administer skills audit processes to identify the skills needs of the organisation and report on it

Skills Development facilitator

Consolidation of results of needs analysis into a formatted WSP (nationally)

Compile WSP and ATR in accordance with CHIETA requirements Consolidation of monthly training reports (nationally).

Coordinate Talent Development activities and maintain Talent Development database using the company systems

Understand mandatory and discretionary grant criteria and grant claim forms procedure for Chieta

Track and reconcile levy payments and grant rebates

Comply with grant claim requirements
Training information collection and reporting
Process invoices
Assist with travel bookings
Assist with diary management of Group Talent Development Manager
Necessary documents filed accurately and sufficiently
Coordination of the strategic training and development initiatives
Proper alignment of information and report formats to meet all reporting requirements
Monitor training calendar to determine planned training
Compile monthly variance reports as a comparative analysis between planned and delivered training
Quantify and report on training provided for succession pool
Manage the submission process for Performance contracting in July of each year, Mid-Year reviews and final Appraisal in June
Reason for Leaving :
Contract Position / Resigned / Did not find her last contract role very stimulating

Company Name :
Unilever
Type of Industry :
FMCG Industry
Period of Employment :
March 2013 – November 2014
Position :
HR Operations Specialist (Supply Chain Department) / HRBP Call Centre
Duties :

To support specific performance improvement initiatives, eg through the implementation of a new behavioural competency framework and 360 degree feedback process .
To identify opportunities for performance improvement through, for example, undertaking internal diagnosis, process/system reviews in order to understand barriers and possible solutions; conducting external research into good practice and new ideas.
To commission and manage additional internal or external resources as and when required in order to ensure cost-effective delivery of agreed OD initiatives.
To design and facilitate in-house events (e.g. workshops, away days) as required .
Analyse the skills and qualities required for each particular job and develop job descriptions and duty statements
Assess applications, interview applicants, administer selection tests, prepare reports and make recommendations to management about staff appointments
Maintain the personal records of employees on matters such as wages, leave and training, and prepare associated management reports
Arrange and conduct staff training
Number of management information systems to record, maintain, plan and manage the organisation's human resources
Advice and information to management and employees on human resource policies and procedures, including equal opportunity, anti-discrimination and occupational

health and safety programmes

Assist employees with work matters, career development, personal problems and industrial matters

Organise employee welfare services such as health and wellbeing programmes and social activities

Help implement organisational changes (such as those following from industrial relations legislation, revised job classification structures or technological changes)

Take part in strategic management.

Supporting the HRBP with implementing Organizational Development

Ensure change management is effectively implemented in all areas of the business

Assisting Employees with creating attainable yet stretching PDP (Personal development Plans)

Educating Line Managers on correct disciplinary procedures

IR training for Line Managers

Issuing warnings and facilitating counselling sessions

Compiling racial diversity stats and identifying trends

Running turnover stats and identifying trends

Determine staffing numbers, skills and needs to meet the organization's objectives

Ensure that Line Managers adhere to the recruitment policy by recruiting employees from previously disadvantaged background

Educating and professionally advising Line Managers on the benefits of following the correct recruitment selection

Recruitment and suitability matching

Educating the business on HR policies, procedures and Labour Law

Performance Management along with career guidance and counseling

Project Management on all new initiatives that are rolled out at head office

HR contact person for all hr related queries

Ensure that employee data is correct and attainable to the HRBP

Compiling job description, interviews alongside Managers

Ensure that all offers made are inline the companies salary bands

Reason for Leaving :

Retrenched

Company Name :

Quest Staffing Solutions

Type of Industry :

Recruitment Industry

Period of Employment :

January 2008 - February 2013

Position :

Account Manager (Unilever Account)

Promoted from

HR Administrator (Unilever Account)

Recruitment Consultant

Duties :

As Account Manager (Unilever Account)

(January 2011 - February 2013):

Human Resources Business Partner to Unilever with 76 direct reports

Staffing the organization including selection process

Training and development

Manpower planning and external recruitment transfer and promotion of talent

Supervise required training programs to ensure sufficient development of organizational operations

Performance reviews, succession planning and identification of high potentials)

and monitors employee development plans
Performance management by monitoring employees objectives yearly performance appraisal
Career development
Recognition of performance related salary reviews variable compensation schemes
Drafting job descriptions, policies & procedures
Manage internal communication to improve awareness and motivation of employees, monitoring' satisfaction
Manage personnel cost budget
Handling disciplinary enquiries
CCMA representation
As HR Administrator (Unilever Account)
(January 2009 - December 2010):
Capturing payroll
Generating IRP5's for all temp staff
Issuing payslips
Assisting with all hr queries that arise
Be the first point of contact for all HR-related queries
Administer HR-related documentation, such as contracts of employment
Ensure the relevant HR database is up to date, accurate and complies with legislation
Assist in the recruitment process
Liaise with recruitment agencies
Set up interviews and issue relevant correspondence
Processing and capturing payroll
Updating employee information on the system

As Recruitment Consultant
(January 2008 - December 2009):
Sales, business development, marketing techniques and networking in order to attract business from client companies
Managing client relations
Developing a good understanding of client companies, their industry, what they do and their work culture and environment
Advertising vacancies by drafting and placing adverts in a wide range of media, for example newspapers, websites, magazines
Social media to advertise positions attract candidates and build relationships with candidates and employers
Headhunting - identifying and approaching suitable candidates who may already be in work
Ensure an updated Candidate databases to match the right person to the client's vacancy
Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client
Requesting references and checking the suitability of applicants before submitting their details to the client
Briefing the candidate about the responsibilities, salary and benefits of the job in question
Preparing CVs and correspondence to forward to clients in respect of suitable applicants
Organizing interviews for candidates as requested by the client
Informing candidates about the results of their interviews
Negotiating pay and salary rates and finalising arrangements between client and candidates
Offering advice to both clients and candidates on pay rates, training and career progression
Working towards and exceeding targets that may relate to the number of candidates placed, a value to be billed to clients or business leads generated
Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes

Reason for Leaving :
Headhunted

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Nontuthuko Mdletshe XE
■MPC Consultant Name ■| ■Elmarie Muhl