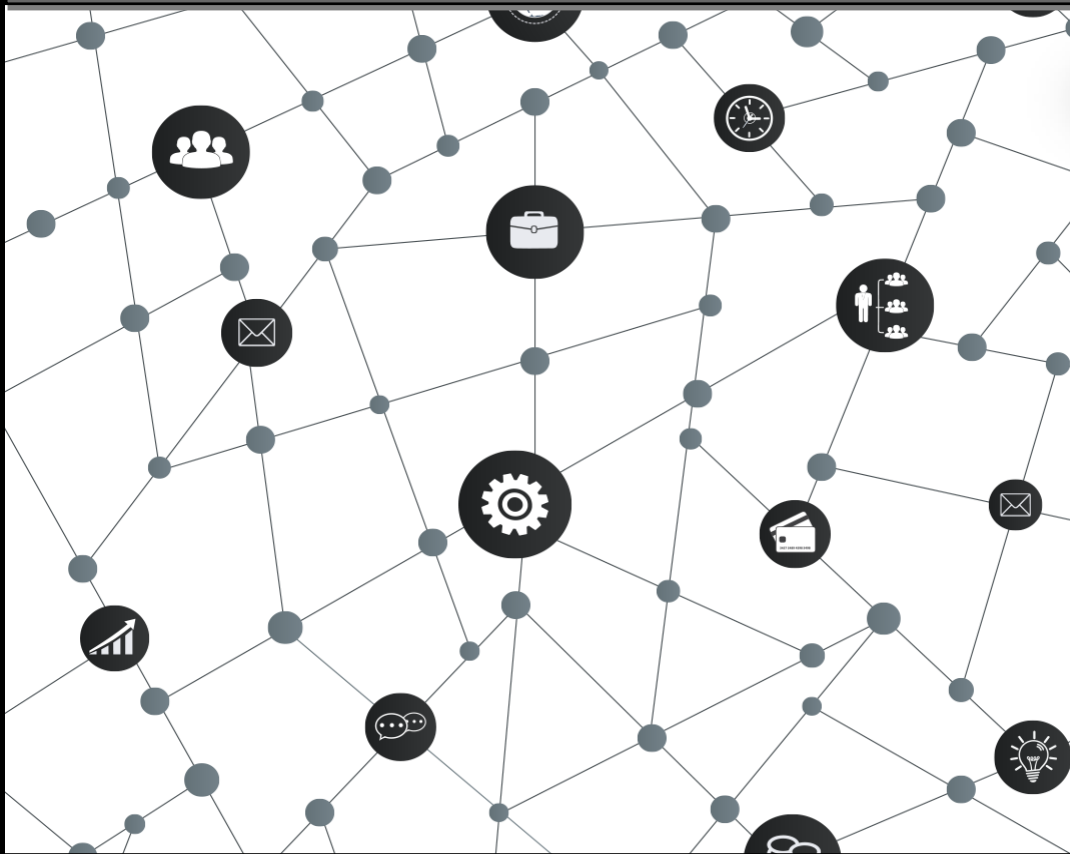


Curriculum Vitae of

Byrone Malay



Objective

Currently looking for a new and challenging position within the Corporate sector, position that will make best use of all my existing skills and experience, a position in private or government sector that will allow me to further develop my personal and professional skills and to become a valuable asset to the company.



CE

PERSONAL DETAILS

Surname : Malay

First Name : Byrone Gregory

Gender : Male

Nationality : South African Citizen

ID Number : 8801235024083

Health : Excellent

Home Language : Afrikaans/English

Dependents : None


Criminal Records : None


Marital Status : Single

Residential Address : 25 Landsdowne Street
Alabama
Klerksdorp
2577

E – Mail : byrone.malay@gmail.com or visit <http://byrone.cf/>

Contact Numbers : 072 120 0628
072 597 8853
079 526 2212

 **Skype** : Byrone.Malay

 **LinkedIn** : Byrone Malay

Driver's license : Code B

Own Transport : Yes

Willing to Relocate : Yes

EDUCATION AND QUALIFICATIONS

- Institution : Alabama Secondary School
- Highest Standard : Grade 12
- Year : 2006
-
- Institution : Damelin College Klerksdorp
- Period : 04 June 2007 - 26 October 2007
- Course : PC Technologies (A+)
-
- Institution : CTU Roodepoort
- Period : 20 February 2012 – 20 March 2012
- Course : Network +
-
- Institution : CTU Roodepoort
- Period : 12 June 2012 – 25 July 2012
- Course : Configuring Windows 7 Client
-

Computer Proficiency

Windows XP/VISTA/7/8/8.1	SACO	Maxxess T&A
MS Excel	Red Wing T&A	SYMPLEXITY
MS Word	AD Team	Server 2003/2008/12
MS Access	XTime	MS SQL 05/08/12
MS Visio	PAL PAY Payroll	Ulead Systems
MS Power Point	PAL PAY HR	Oracle (Mining Safety Stats)
Time IQ	SAP HCM (PayRoll)	VM Ware/Hyper V
Avigilon (ACC 6)		

CAREER SUMMARY

“Please note dates: Rand Uranium, Gold One International and Sibanye Gold is one Mine with deferent occupations “

Current

Self Employed from 01 July 2019

Services

Small business management application development.
Maintenance and Supply: Software, Desktop PC, Laptop and Networking.
Web Designing, Hosting and Maintenance.
Graphic designing.
IT Project Civils
Project Management.
General ICT

Previous Employment

CEB-BCX – 2nd Line Support Engineer from 01 April 2019 to 28 June 2019

Duties

Desktop/Laptop Repair & Support
Remote and onsite Services
Networking Support
Application Support
Windows 10 Rollouts
Software and Hardware Support
Maintenance
Printing

Previous Employment

McDonalds Corporate – Time Administrator HR 24 April 2017 to 29 September 2017

Reason for leaving: End of Contract

Duties

- User account management.
- Responsible for the interface between Time IQ & SAP HCM and balancing thereof.
- Troubleshooting on time & attendance hardware.
- Ensures employees time is correctly recorded on Time I Q.
- Ensures exception reports are produced and distributed to stakeholders from Time I Q within the deadlines.
- Produce SAP time reports for distribution to Stores and Management.
- Update time records on SAP such as, Absences, Leave etc., via the necessary standard SAP transactions.
- Run reports for Payroll administrators to ensure checks and verification are done.
- Communication to stakeholders regarding non-conformance as well as remedial action.
- Addressing and resolving time queries and providing timeous feedback.
- Responsible for the Time specific transactions on SAP HCM.
- Monthly and weekly reporting to stakeholders.

Self Employed 08 December 2015 to 20 April 2017

Services

- Building custom database applications
- Installing and configuring applications
- Installing and maintaining IT networks
- Web and Graphics designing
- Repairs on Desktop and Laptop computers
- Building custom computer chassis

HR Supervisor Systems (Sibanye Gold) 29 July 2010 to 30 November 2015

Reason for leaving: Retrenched

Duties

- Labour reporting
- Attendance Reporting
- Organization Unit Management
- Training Reports
- Contractor reporting
- Business plans maintaining

Systems Administrator (Rand Uranium/Gold One International) 29 July 2010 to 30 November 2015

Reason for leaving: Rand Uranium sold to Gold One, Gold one Sold Sibanye Gold

Duties

- *User Account Management:*
Creating user accounts.
Auditing and T&A system permissions management.
Management of T&A User accounts and authorization.
- *Installing and configure software:*
Installing HR and T&A software on all sites.
Configuring the necessary system parameters to meet Business Policies and Procedures.
- *Systems support:*
Telephone support and onsite support system support.
- *Interface Monitoring and Troubleshooting:*
Ensuring T&A input data arrives on correct tables in database (SQL) and troubleshooting any errors.
- *Maintaining HR System:*
Updating database information for HR Staff to create Teams (GANG) correctly and maintain accurate labour reporting. Manage SQL backups of database locally and offsite.
- *T&A Hardware:*
Ensuring T&A devices on the IT network are available and maintain networking changes done by IT network administrator.
- *Pay runs:*
Extract data from T&A database and perform necessary checks and format data according to payroll database tables, upload pay file to payroll in order for payroll to pay Employees according to their attendance.
Compile and distribute errors received from payroll system to the necessary Supervisors for assessment and correction.
- *Processing:*
Capturing of senior staff's overtime according to their contract of employment.
Handling of payment related queries from all staff members on shift, overtime, callout and standby that's beyond Supervisors control.

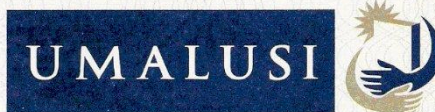
- *Extracting and Compiling Reporting:*
Reporting company daily labour strength (including Contractors and Labour hire).
Medical examination, Labour stats/reports to hospital.
Various Clock Reports.
- *Contractor and SLA:*
Ensuring Engagement centres and HR office's technical equipment availability.
PC's, printing devices, Printronix printers, Card readers and procurement process.
Insuring payment according to SLA with T&A hardware service providers.
Filing & Auditing on Payroll and T&A system data and documents.
Designing & creating Access cards and managing access to various zones.

Desktop Technician (Pamodzi Gold Mine) 23 August 2008 to 06 June 2010

Reason for leaving: Promoted

Duties

- Helpdesk /Phone support.
- Desktop/Laptop repair.
- Responsible for Asset register.
- Installing and configure operating systems (Server and Client).
- Managing AD User Accounts.
- Network troubleshooting.
- Developed and maintaining HTML Data access page.
- Administrating IT Service desk database.
- DHCP Management.
- Software installation and configuring.
- Multifunction Printer setup.
- Daily reporting to HR and Payroll.
- Dealing with employee queries.
- Installing and maintaining T&A Software(XTime)
- Managing XTime user accounts.
- Management of Service Level Agreement's (Reporting to IT Administrator)
- Interfacing T&A clocking, overtime, standby and callout information to Pay Roll.



**Council for Quality Assurance in General
and Further Education and Training**

**SENIOR CERTIFICATE
SENIOR SERTIFIKAAT**

Awarded to / Toegeken aan
BYRONE GREGORY MALAY

Identity number

8801235024083

Identiteitsnommer

Subjects passed / Vakke geslaag

Afrikaans : First Language / Eerste Taal
English : Second Language / Engels : Tweede Taal
Economics / Ekonomie
Biblical Studies / Bybelkunde
Accounting / Rekeningkunde
Business Economics / Bedryfseksonomie
Aggregate / Groototaal

SG	C	60%-69%
HG	E	40%-49%
SG	E	40%-49%
SG	D	50%-59%
SG	C	60%-69%
SG	D	50%-59%
	S	950-1199

ENDORSEMENT
None

ENDOSSEMENT
Geen



REPUBLIC OF
SOUTH AFRICA

With effect from

December / Desember 2006

Met ingang van

Chief Executive Officer

Hoof Uitvoerende Beamppte

This certificate is issued in accordance with Section 16(4) (e) of Act 58 of 2001 by
Umalusi Council for Quality Assurance in General and Further Education and Training.



070 9006 7267 S

This certificate is issued without alteration or erasure of any kind

Memo



TO : To whom it may concern

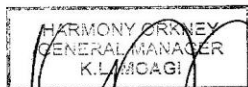
FROM : Kennedy Moagi
General Manager Orkney Operations

Re: Byron Malay ID 880123 5024 083

Sir/Madam,

Byron Malay ID 880123 5024 083 assisted us here at Harmony Gold Mine when we had a lot of backlog, which stemmed from a change-over in our systems and cost codes. He was part of a team who assisted us by creating orders, receiving the orders delivered on the system, and finally inputting the invoices on the system to enable payment to suppliers. He also dealt with the supplier queries and helped solve a lot of them.

We thank you for your input in the process and strongly recommend your expertise to any company you wish to add value to in the future.



Yours Faithfully,
Kennedy Moagi



HARMONY™

Harmony Satellite Office
1a Milton Avenue
2620 Orkney
HARMONY GOLD MINING COMPANY
LIMITED

Suite No 1 Private Bag X1
Melrose Arch 2076
Johannesburg South Africa

T +27 11 684 0140
F +27 11 684 0188
W www.harmony.co.za

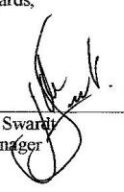
NYSE and NASDAQ
trading symbol HMY
JSE trading symbol HAR

To Whom It May Concern:

This letter serves as confirmation that Byron Malay has worked as a contractor for Harmony Gold Mine. He worked as a data capturer at the Enterprise Risk Department for the period June 2007 to December 2007. He has a broad knowledge of the computer and didn't have a problem working on our On-line Risk Register and by now he will also have a broad knowledge of Enterprise Risk Management. I believe that he will excel in any career he choose to take and he is a hard worker, and very reliable.

I wish him the best of luck for the future and am very sorry that it will not be with Harmony, we could certainly use his skills.

Best regards,


Koos de Swardt
Risk Manager

Directors: P T Motsepe* (Chairman), GP Briggs (Acting Chief Executive), F Abbott*, J A Chissano[#],
F T De Buck*, Dr D S Lushaba*, C Markus*, M Motoba*, C M L Savage*,
AJ Wilkens*
[#]Non-Executive; [#]Mozambican

Secretary: M P van der Watt

Registration Number: 1950/038232/06

MEMO

To:	To Whom it may concern
Cc:	HR Manager
From:	Lerato Moshwetsi
Date:	04 Nov 2009
Regarding:	Confirmation of employment

This letter serve to confirm that Mr B.G Malay with the company number Z0415531 worked for Pamodzi Gold since 01 June 2007 until it was on provisional liquidation 20 March 2009 is now being taken by Aurora gold.

Yours Faithfully



L Moshwetsi
SPO

PAMODZI
GOLD



SKILLS PROGRAMME CERTIFICATE

This serves to certify that

Byrone Gregory Malay

8801235024083

has been declared competent in

PC Technologies

on

18th March 2008


EXECUTIVE DEAN: ACADEMIC AFFAIRS


HEAD OF SCHOOL



Damelin Head Office/Klerksdorp/Malay/8801235024083/18th March 2008

CompTIA

ADVANCING THE GLOBAL IT INDUSTRY

Byrone Malay

has successfully completed the requirements to be recognized as



CERTIFIED

CE

COMP001020391866

CAREER ID

TODD THIBODEAUX
President & CEO

A handwritten signature in black ink, appearing to read "TTh", positioned over the printed name of Todd Thibodeaux.

March 20, 2012

DATE CERTIFIED

This certification is valid through: 2015-Mar-20

Code: RDR235Z1S3V4SC5R
Verify at: <http://verify.CompTIA.org>

Microsoft® Certified Professional Transcript

Last Activity Recorded : July 25, 2012
Microsoft Certification ID : 9302643



BYRONE MALAY
25 LANDSDOWN STREET
ALABAMA
Klerksdorp, North-West 2577 ZA
BYRONE.MALAY@GMAIL.COM

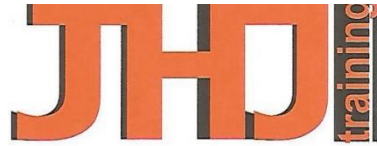
ACTIVE MICROSOFT CERTIFICATIONS:

Microsoft® Certified Technology Specialist (MCTS)

Certification Number : D962-2353	Achievement Date : 07/25/2012
Certification/Version : Windows® 7, Configuration	

MICROSOFT CERTIFICATION EXAMS COMPLETED SUCCESSFULLY:

Exam ID	Description	Date Completed
680	TS: Windows 7, Configuring	July 25, 2012



Where leaders expand their boundaries

Certificate

THIS IS TO CERTIFY THAT

Byrone Malay

HAS COMPLETED A TRAINING COURSE IN

Excel Pivot Table Reports and Macros

ON THE DATE OF

18 May 2017

Belinda Loseby

INSTRUCTOR/CONSULTANT

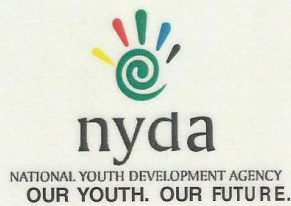
A handwritten signature in black ink, consisting of a series of loops and a final flourish.

MANAGING DIRECTOR



mictseta

Where leaders expand their boundaries



ENTREPRENEURSHIP DEVELOPMENT PROGRAMME

*Certificate
of
Completion*

Awarded to

Byrone Malay

for having completed the

Start Your Business Course

3rd – 7th December 2018

BRANCH MANAGER:



AVIGILON

Certificate of Completion

This certificate acknowledges that
Byrone Malay
has successfully completed
ACC™ 6.0 Installation Certification

12/07/2017

Alicia Scheffler
Director, Global Training

GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakkie.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek-/distrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

I.D.No. 880123 5024 08 3

S.A. BURGER/S.A. CITIZEN

VAN/SURNAME
MALAY

VOORNAME/FORENAMES
BYRONE GREGORY

GEBORTEDISTRIK OF-LAND/
DISTRICT OR COUNTRY OF BIRTH
SUID-AFRIKA

GEBORTE DATUM/
DATE OF BIRTH
1988-01-23

DATUM UITGEREIK
DATE ISSUED
2004-06-10

UITGEREIK OP BEGAAG VAN DIE
DIRECTEUR-GENERAAL
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL
HOME AFFAIRS

DRIVING LICENCE
BESTUURSLISENSIE
CARTA DE CONDUCAO

BC MALAY

ID No: 02/8801235024083

Birth/Geborte: 23/01/1988 ZA Restr./Beperk.: 0

Lic.No./Lisensieno.: 402600020HMF No.: 1

Valid/Geldig: 25/02/2019 - 25/02/2024

Issued/Uitgereik: ZA

Code/Kode: B0

Veh. restr./Voertuigbeperking: 17/02/2009

First issue/Eerste uitreiking: 17/02/2009

SOUTH AFRICA

References

Terence Vangadasamy

School Principle
Tel: 018 467 5031

Glen De Jongh

Aurora Gold
Tel: 018 477 5019 / Cell: 072 792 0057
E-Mail: glendejongh@pamodzigold.co.za

Nicole Coupe

Damelin Programme Manager
Tel: 018 468 7147

Penny Burger

McDonald's
Tel: 079 695 3685
E-Mail: Penny.Burger@za.mcd.com

Richard Edwards / Elsabe Koekemoer

Rand Uranium / Gold 1
Tel: 011 278 9805 / Cell: 082 303 4692
E-Mail: richard.edwards@gold1.co.za

Dawid van der Merwe

Rand Uranium / Gold 1
Tel: 011 278 0141 / Cell: 083 343 1125
E-Mail: dawid.vandermerwe@gold1.co.za

Yolandi Mestre

CTU Training Solutions Roodepoort Campus
Tel: 011 760 4321
E-Mail: yolandim@ctuttraining.co.za

Wayne Brits

Sibanye Gold
Tel: 011 411 8049
Cell: 082 322 2166
E-Mail: Wayne.Brits@sibanyegold.co.za

Craig Phillips

CEB/BCX
Tel: 018 478 2244
Cell: 082 808 5332
E-Mail: CrPhillips@anglogoldashanti.com