

# 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.

## 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** : 0B Leeuwkop Rd  
Sunninghill  
Sandton  
2157

**E – Mail** : [byrone.malay@gmail.com](mailto:byrone.malay@gmail.com)

**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 28 February 2018**

#### **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**

#### **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.

UMALUSI



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 / Bedryfseconomie  
Aggregate / Groot totaal

\*\*\*\*\*

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

With effect from

December / Desember 2006

Met ingang van

Chief Executive Officer

Hoof Uitvoerende Beampste



REPUBLIC OF  
SOUTH AFRICA



070 9006 7267 S

This certificate is issued without alteration or erasure of any kind



# Memo



TO : To whom it may concern

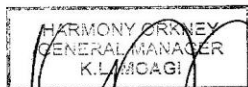
FROM : Kennedy Moagi  
General Manager Orkney Operations

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](http://www.harmony.co.za)

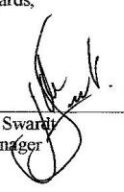
NYSE and NASDAQ  
trading symbol HMY  
JSE trading symbol HAR

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<sup>#</sup>,  
F T De Buck\*, Dr D S Lushaba\*, C Markus\*, M Motoba\*, C M L Savage\*,  
AJ Wilkens\*  
<sup>#</sup>Non-Executive; <sup>#</sup>Mozambican

**Secretary:** M P van der Watt

Registration Number: 1950/038232/06

## MEMO

<b>To:</b>	To Whom it may concern
<b>Cc:</b>	HR Manager
<b>From:</b>	Lerato Moshwetsi
<b>Date:</b>	04 Nov 2009
<b>Regarding:</b>	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

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**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", is placed 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)

<b>Certification Number :</b> D962-2353	<b>Achievement Date :</b> 07/25/2012
<b>Certification/Version :</b> 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 stylized, handwritten signature in black ink, consisting of several loops and a long, sweeping tail.

MANAGING DIRECTOR



mictseta

*Where leaders expand their boundaries*





# 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 sakke.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, by: straatnaam en/of -nommer, era verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakke 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 SAKKE.

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**

GEBOORTEDISTRIK OF LAND  
DISTRICT OR COUNTRY OF BIRTH  
**SUID-AFRIKA**

GEBOORTEDATUM/  
DATE OF BIRTH  
**1988-01-23**

DATUM UITGEREIK  
DATE ISSUED  
**2004-06-10**

UITGEREIK OF GESAAG VAN DIE  
DIREKTUR-GENERAAL  
BINNELANDSE SAKKE

ISSUED BY AUTHORITY OF THE  
DIRECTOR-GENERAL  
HOME AFFAIRS

DRIVING LICENCE  
BESTUURSLISENSIE  
CARTA DE CONDUCAO

SADC  
**ZA** SOUTH AFRICA

BC-MALAY

IDNo.: **02/8801235024083** MALE

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

Lic. No./Lisensienr.: **40480002FW9J** No.: **1**

Valid/Geldig: **18/01/2014 - 17/02/2019**

Issued/Uitgereik: **ZA**

Code/Kode: **B**

Veh. restr./Voertuigbeperking: **0**

First issue/Eerste uitreiking: **17/02/2009**



## 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](mailto: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](mailto: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](mailto: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](mailto:dawid.vandermerwe@gold1.co.za)

### **Yolandi Mestre**

CTU Training Solutions Roodepoort Campus  
Tel: 011 760 4321  
E-Mail: [yolandim@ctuttraining.co.za](mailto:yolandim@ctuttraining.co.za)

### **Wayne Brits**

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