

# Jacques Olivier

123 Woubon Road, Benoni, 1501, Gauteng, South Africa

Marital Status: Single

Telephone: +27 66 249 0030

Email: jacques.o@outlook.com

## Professional Profile

I am an enthusiastic and hard-working individual with excellent experience in managing teams in business environments. I am Flexible in my approach to new tasks and adapting well to new environments and cultures. I am able to “hit the ground running” with projects as required. I possess excellent skills with accuracy and attention to detail, while remaining efficient in all activities. I am an effective team player who can also use my initiative to complete tasks autonomously, working effectively under pressure and prioritizing workloads effectively. I work well with people of all levels, communicating concisely with both clients and colleagues. I also have extensive knowledge of the IT industry and have assisted IT departments at all employers. I will be pursuing my studies as a Full Stack Web Developer.

## Objective

I am looking to enter the developer market to further my knowledge and to better my skills as a developer, to build and deploy web applications that will sustain and better my then employer. To ensure I can upskill not just myself, but those around me, to learn and be taught.

I am looking to utilize my skills and experience gained to date to the benefit of myself and my future employer.

## Education and Qualifications

Certificate	Full Stack Web Developer, HyperionDev	
Diploma	Human Resources, Lyceum College (incomplete)	
Certificate	Pastel Payroll (2011)	Completed my CPA Examination
Certificate	VIP Payroll (2015)	Completed Two Day Basic Payroll
Diploma	City and Guilds Cuisine	Capital Hotel School (2007)
Certificate	Sage People 300	Basic Payroll 2 days Skills Development Employment Equity
Matric	Hoërskool Kempton Park (2005)	

## Career Summary

### **12/2017 – 07/2019 Human Resources & Payroll Officer, Outsource Packaging, South Africa**

#### Payroll

- Populate a control sheet for all changes to be affected for the month concerning HR, IR, payroll e.g. absenteeism etc.
- Collect accurate time and attendance with supporting documentation (leave, sick notes etc.) and verification of data to Shared Services
- Process an accurate payroll and checking accuracy of payroll before submission to Shared Services
- Take responsibility for all inputs into the payroll systems by:
- Establish and maintain payroll calendar and ensure all deadlines are met. Escalate to the HR Manager where necessary
- Ensure that payroll have the necessary supporting documentation, authorizations and proof
- Inputting data from the control sheets
- Exporting from Smart Time and importing into VIP (hours & leave)
- Running payrolls as per agreed timeframes
- Print pays lips and reports
- Informing the HR Manager immediately of all unusual change requests to the payroll

#### Performing administrative functions by:

- Third Party reconciliations and payments
- ACB exports to Sage Pay
- General Ledger export and balancing prior to sending to finance.
- Filing documents and reports (cloud & hard copies)
- Attend to payroll queries
- Send electronic pays lips via Smart Kiosk SMS monthly by company
- Submitting statutory returns
- Prepare month end journals and reporting, integrating to the financial system (including preparation/distribution of detail reports e.g. department summary, leave, loan reports etc.
- Maintain a proper control system in line with company policies

#### Liaise with HR by:

- Responsible for the coordination between payroll and HR officers to ensure proper flow and maintenance of employee data.
- Prepare dummy pays lips on request, for HR officers

#### Provide IR Services:

- Coordinate and support disciplinary hearing between the business and the IR service provider by reviewing data gathered by HR Administrator and requesting additional information as required, preparing the evidence bundle with line management.
- Handle CCMA representation with senior management involvement
- Handle wage negotiations with senior management and input from HR Manager
- Handle grievances appropriately and report back to senior management and HR Manager
- Handle disciplinary flow
- Stay up to date with changes/amendments to the BCEA and LRA
- Capture disciplinary data onto VIP/Sage People on monthly basis
- Minute taking of all meetings i.e. worker forums, wage negotiations. Finalized minutes to be populated to OneNote including all feedback to Managers
- Providing guidance/advise to management and staff at the time of a disciplinary/grievance hearing
- Assisting with all disciplinary hearings and grievances
- Ensuring that correct procedures are followed and are accurately documented and signed off by all parties
- Escalating potential problems to the HR Manager

#### Provide HR services for manpower:

- Temporary positions:
  - Obtain Operational and GM approval on staff requisition sheet;
  - Advise preferred labour broker of number of people required;
  - Ensure Labour Broker safety regulations are applied;

- Take on Smart Time finger prints, photo, induction with supervisor;
  - Termination of staff on Smart Time
- Permanent positions:
  - Obtain sign off and authorization from HR Manager/Ops Manager/GM/CEO or CFO:
    - staff requisition, vacancy, job profile, job advert, offer of employment, employment contract
  - use the company interview guidelines for processes and procedures, advertise posts internally & externally based on current/updated job profile, obtain and screen CV's, liaise with preferred agencies and line managers,
  - conduct first interview, with site/operations manager, short list candidates, coordinate 2nd interviews with HR Manager, GM/CFO or CEO, draw up recruitment report.
  - Obtain medicals prior to offer being made.
  - Make offer of employment: obtain dummy pays lip using company template, request for counter offer to be taken to appropriate senior line management.
  - Onboarding: Advise IT of new engagement and requirements. Welcome pack, welcome email. Finger print and photo taken on first day. Introduce to staff and familiarize with building (white collar).
  - Notify line, agencies and HR of no-shows.
- Terminations:
  - Accept resignation notification from Site Manager/ Ops manager/GM
  - Forward white-collar resignation notifications to HR Manager
  - Conduct exit process:
  - Action all items on exit form e.g. security access, overalls, equipment, send exit SMS via Magnitude
  - Update payroll control sheet
  - Obtain sign off by line manager

#### Administration

- Capture/forward training and disciplinary outcomes into VIP to inform EE, IR, BEE and SD statutory returns
- Arrange medicals in accordance with policy
- Make training bookings on H&S and other requirements
- Making sure the all required licenses is renewed i.e. forklift, cranes etc.
- WCA incidents:
  - Complete WCA claim form and forward to SHEQ manager
  - Follow up on claim submitted by hospital, with the Department of Labour
  - Update control sheet in terms of 75% reduced salary.
  - Notify family members of incident and action taken
- General administration i.e. filing, scanning etc.

#### Reporting:

- Submit written monthly turnover and incident statistics to HR Manager such as:
  - Time & Attendance
  - Leave taken
  - Retirement/resignation/dismissal retirement withdrawal statuses
  - Risk claims and progress reports
  - Absenteeism
  - Lost production time
  - Staff movements
  - Geographic reports
- Verbally advise all Schedule 1 and Grade C and upwards disciplinaries within 2 hours of incident to HR Manager, providing further written reports and information as per company procedures

#### **07/2011 – 11/2017 Human Resources & Payroll Manager, Car Towing Services, South Africa**

- Review and implement a company code of conduct, which must be communicated to all staff.
- Setting up a proper employee record system. Employee files etc.
- Compile and implement an employee performance management system with assistance from the

various line managers.

- Where necessary to assisted with disciplinary hearings and CCMA cases. Providing training to managers to ensure they follow proper procedures.
- Assisted in formulating an action plan with regards to restructuring/retranchment of some departments.
- Guided the management team so that retranchment process where managed correctly and the right process in terms of labour act where followed.
- Taking charge of General Human Resources Administration
- Advising Management on Labour Relations Issues
- Ensuring adherence to and effective Implementation of HR Policies
- Executing HR Functions which include Supervisory / Management Development Employee Wellness Management. Recruitment, Selection, Training and Development while complying with Policies and Procedure
- Requesting outstanding documents and information.
- Providing Basic Counselling to Employees who have Performance Obstacles
- Processing Employee Engagements and Terminations, leave etc. while complying with Company Policy and providing support for Payroll
- Finalizing employment contracts
- Electronic Database
- Created an electronic filing cabinet
- Dealing with the following acts
  - Basic Conditions of Employment Act
  - Labour Relations Act
  - The Code of Good Practice
- Keeping employee files up to date
- Communicating with the other depot's
  - Assisting with disciplinary, payroll and recruitment needs
- Requesting and follow-up on motivational letters
- Mailing of contracts and ensuring their return
- Gather all documentation of all new employees in respect of their personal details and all outstanding documentation
- Full VIP payroll function for three companies
  - Leave administration
  - Loading of new employees
  - Termination of employees
  - Salary Changes
  - All reporting from VIP
  - Submitting EMP 201 return
  - Submitting UIF Declarations
  - Completing all UI19's for terminated employees
  - Compile monthly reports for accountants
  - Compile a month end payment schedule for the accountants for all month end payroll payments
  - Export all payroll payments and ensure they are loaded and paid
  - Creating loan schedule for loans
- Gathering information for CCMA cases and representing the company at CCMA cases in various provinces
- Completing Provident fund documentation and managing provident fund portal online including new employees and withdrawals
- Completing a monthly head count sheet for management
- Completing the monthly cost to company for monthly invoices
- Disciplinary hearings – Chairing Hearings & drafting outcomes
- Assist employees with joining the company medical aid and manage member statuses
- Assist departments with problem solving
- Recruitment
  - Advertising of vacant positions
  - Creating short list of suitable candidates
  - Conduct interviews with short listed candidates
  - Selecting of suitable candidate to join the company
  - Prepare all documentation for the day the new employee will start

- Calculating employees monthly commission and call out allowances
- Dealing with trade unions – Mibco, SAEWA and Numsa
- Assist department heads with employee relation problems
- Preparing all EMP201's for payment, loading of all PAYE, UIF and SDL payments
- Mid-year tax declarations and final tax declarations (IRP5's)
- Counselling sessions with employees
- Issuing salary advances for staff – Sign off of documentation and preparing the funds
- Preparation of all third-party payments to be made from payroll
- Issue notices to staff. (Poor performance, etc.)

#### **Additional Tasks Undertaken at Car Towing Services International (PTY) Ltd**

- Created & keeping up to date branch asset lists in respect of IT related items
- Keeping a database of items given to employees and ensure the safe return once employees leave
- Manage diesel controller and ensure his work is up to date
- Assist CEO and work closely with CEO on personal matters and his other company
- Manage of all mobile communication contracts and devices
- Managing the IT support team and ensuring all IT related problems are resolved timeously
- Managing of contracts with IT suppliers
- Took on the creditors position as the employee responsible for the position went for a hip replacement and I believe it benefited me in learning what the creditors function is
- Loading of Creditors on IMS system
- Loading diesel on IMS for payments to be done
- Loading bi-weekly payments onto Nedbank for payment
- Creating batches for authorization
- Handle of all diesel accounts – book value 2 million
- Full creditors function
- Worked closely with Financial Manager to ensure creditors accounts are updated and correct

**10/2010-05/2011**

#### **Maintenance Assistant, Sud-Chemie, South Africa**

- Responsible for all aspects of general maintenance and supervising operations as they are conducted
- Ensure all safety standards are met
- Delegated work to subordinates to complete all work that needs to be done

**08/2008 –09/ 2010**

#### **Operations Manager, Pro-Care Security Consultants, South Africa**

- Managing and delegating operations for Security Guards, including organizing shift rosters for the appropriate number of staff to be deployed
- Liaising with existing and potential clients, visiting their premises to ascertain requirements, responding with appropriate plans
- Assisting with marketing for the operation, building new client bases
- Involvement with the recruitment of new security personnel, conducting interviews and inducting new staff, ensuring all team members are trained to the high standards the company expects

**11/2007 –06/ 2008**

#### **Chef, The Ritz Carlton, USA**

- Managing customers' orders, ensuring all meals are prepared to the highest standards and that preparation is completed in accordance with health and safety policies
- Responsible for the provision of excellent ranges of breakfast options, including daily specials
- Assisting with the preparation of ingredients for the lunch and dinner services
- Producing orders for stock as required, ensuring optimum levels are maintained

## Key IT. Skills

- HTML5
- CSS
- JavaScript
- React
- NodeJS
- Express
- MongoDB
- NextJS
- Microsoft Office Suite
- VIP Payroll Premier
- Pastel Evolution
- SAP – Super User
- SAGE People 300

## Personal Details

**License:** Drivers; full clean license

## References

<b>Full Name</b>	Sipho Thomo
<b>Title</b>	Mrs.
<b>Job title of specified reference</b>	Payroll/HR Manager
<b>Contact Number</b>	011 823 7323
<b>Position held at this company</b>	HR & Payroll Officer
<b>Full Name</b>	Dewet Raubenheimer
<b>Title</b>	Mr.
<b>Job title of specified reference</b>	General Manager
<b>Contact Number</b>	011 616 2348
<b>Position held at this company</b>	HR Officer & Payroll Manager
<b>Full Name</b>	Peter Molopoyane
<b>Title</b>	Mr.
<b>Job title of specified reference</b>	Production Supervisor
<b>Contact Number</b>	011 929 5800
<b>E-mail Address</b>	<a href="mailto:peter.molopoyane@sud-chemie.com">peter.molopoyane@sud-chemie.com</a>
<b>Position held at this company</b>	Assistant Maintenance
<b>Full Name</b>	Adri Olivier
<b>Title</b>	Mrs.
<b>Job title of specified reference</b>	Owner
<b>Contact Number</b>	078 136 3165
<b>E-mail Address</b>	aolivier465@gmail.com
<b>Position held at this company</b>	Operations Manager