

## CURRICULUM VITAE

### PERSONAL PARTICULARS

Surname : Moola  
First names : Sandra Ruseia  
Date of Birth : 06 May 1966  
Id Number : 660506 0139 086  
Marital Status : Married  
Gender : Female  
Nationality : South African  
Home Language : English  
Driver's license : Code 8  
Residential Address : 9 Mildura Street  
: Kensington  
: 2094  
Cell number : 082 504 1741/ 083 884 1290  
E-mail address : [srmoola@yahoo.com](mailto:srmoola@yahoo.com)

### HIGH SCHOOL QUALIFICATIONS

Name of school : **Wentworth High School**  
Highest Standard passed : Junior Certificate - Grade 10  
Duration : 1982  
Subjects : English 1<sup>st</sup> Language  
: Afrikaans 2<sup>nd</sup> Language  
: Accounting  
: Biology  
: Business Economics  
: History

### TERTIARY QUALIFICATIONS

Name of Institution : **Unisa**  
Duration : 2001  
Course Enrolled : Basic Business Practices

### OTHER COURSES

Name of Institution : **LLL Academy**  
Date : April 2010  
Course Enrolled : NQF1

Name of Institution : **EDUTEL**  
Date : April 2011  
Course Enrolled : NQF2

Name of Institution : **People Soft (In house training) Woolworths**

Date	: March 2007
Course Enrolled	: Oracle
Name of Institution	: <b>Bytes/Altron</b>
Date	: September 2014
Course Enrolled	: Kronos V8.1.14
Sage People 300	: Sage
Date	: May 2021
Course enrolled	: Sage People 300 1 and 2

### SKILLS

Decisiveness  
 Target driven.  
 Personal effectiveness  
 Drive  
 Passion  
 Enthusiasm  
 Personal Effectiveness  
 Action orientated  
 Attention to detail

### WORK EXPERIENCE

Name of Company	: <b>Norcros (PTY) LTD (Shared Services)</b>
Year	:2021 to date
Position	: Time and Attendance Administrator

#### Duties

- Loading all new employees on Sage 300, Kronos, Saflec and Morpho from beginning to end.
- Creating all new employee staff records for filling complete packs.
- Assist with Kronos training for new Branch Managers.
- Filing for Payroll Manager, Group IR and Divisional HR Manager.
- Preparing all the timecards for weekly and monthly employees ready for the Payroll Practitioner to ensure accurate Payroll run.
- Preparing all maternity, Retirees contracts and GIB/Momentum withdrawal forms with UIF paperwork across the business.
- Drawing up all dismissed and resigned employees UIF and Destiny paperwork across the business
- Liaise with managers regarding capturing monthly staff's ESS to populate on their timecards.
- Capturing all IR disciplines on Payroll system across the business and ensuring they are filed away.
- Extracting all hires and terminations for the business monthly.
- Ordering of all stationery and sundries for the payroll office.
- ESS password resets.
- Assist with requests from staff with regards to confirmation letters bearing in mind the POPI Act.
- Reporting of all faulty time & attendance readers across the business.
- Assisting with HR/ Payroll Audits.

- Ensuring all terminated employees and payroll records are boxed and stored away in the archives room.

Name of company : **Dawn Logistics**  
 Year : September 2014 – November 2022  
 Position : HR Administrator  
 Duties : General Office Administration

- Auditing and updating staff files
- Answer Telephonic Request and confirming Employment
- Resolve staff queries and process documentation relating to: Medical Aid and Provident Fund
- Assisting the HR Manager with the day-to-day duties.
- Co-ordination of all employee vacancies recruitment.
- Arranging company induction program and onboarding for all new employees and ensuring that it remains up-to-date and relevant.
- Assist the SHE Officer with employee medicals
- Completing all forms in respect of all termination of employees.
- Completing all entrant documentation for all new employees in all regions.
- Compiling all HR and IR monthly reports for the executive meetings and reporting.
- Preparing disciplinary documentation and taking minutes at the disciplinary hearings.
- Preparing death claim documents and collecting information from families of deceased employees.
- Submit HR Report on the 7<sup>th</sup> of every Month
- Complete UIF forms and Maternity forms
- Drawing up letters of offer
- Conducting Interviews
- Update notice/bulletin boards
- Assisting the Group IR Manager with CCMA cases
- Drafting the objection to Corn/Arb
- Assisting with the Retrenchments process
- Kronos**
- Loading of all new employees
- Approving overtime
- Capturing leave
- Confirming the clocking of employees
- Terminating employees on the system
- Run the short hours on a monthly basis
- Run exceptions daily basis
- Manage employee Clocking
- Run Monthly reports

#### **Saflec**

- Load Employees and terminate employees
- Run Weekly Movement Report
- Giving access to Departments

Name of company : **Woolworths (PTY) LTD**  
 Year : December 1991 – September 2012  
 Position : HR Store Administrator  
 Duties : General Office Administration

- Administration and assistance of general staff queries e.g. Retirement Fund Loans, Garnishees, Study Assistance, queries on benefits and policies Collate and submit signed payroll information and documentation timeously for payroll run

- Check payroll master register for permanent staff in comparison to schedule submitted to ensure accurate capturing of hours for final payroll run
- Email , faxing, scanning and Filing Documents
- Answer Telephonic Request
- Update Exit interview system
- Drafting Employment Contract
- Conduct Interviews
- Ensuring prior set up of training venue
- Confirming attendance prior to scheduled training with delegates
- Send reminders to scheduled delegates
- Making of attendance register & Training feedback form
- Ensuring all equipment is set up as necessary
- Capturing of training records

#### **Staff Planner**

- Loading of all new employees
- Capturing leave
- Confirming the clocking of employees
- Terminating employees on the system
- Run the short hours on a monthly basis
- Run exceptions daily basis
- Manage employee Clocking
- Run Monthly reports

### **REFERENCES**

Name : **Mrs Celine Bentley**  
 Occupation : Regional HR Manager  
 Company : Woolworths  
 Telephone Number : 031 327 5400/083 383 3639  
 E-mail : [Celinebentley@woolworths.co.za](mailto:Celinebentley@woolworths.co.za)

Name : **Mrs Erica Webster**  
 Occupation : Store Manager  
 Company : Woolworths  
 Telephone : Work nr. 031 761 3800/083 982 1621  
 E-mail : storemanagerdelcairn@woolworths.co.za

Name : **Mr. Patrick Molefe**  
 Occupation : National IR Manager  
 Company : Dawn Logistics (Company closed during Covid)  
 Contact : (011) 323 0710/ 083 264 3253  
 E-mail : [patrick.molefe@dawnltd.co.za](mailto:patrick.molefe@dawnltd.co.za)

Name of person : **Marcy Murwa**  
 Occupation : People & Talent Directive  
 Company : Norcross SA  
 Contact Number : 011 206 9887 / 082 618 0488  
 E-mail : marcy.murwa@norcrossa.com

Name : **Natalie Schafer**  
 Occupation : Payroll Manager  
 Company : Norcross SA  
 Contact : 011 206 9790  
 E-mail : NatalieS@norcrossa.com