



Gontse Marima

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PERSONAL DETAILS

- Date of Birth : 05/05/2002

EDUCATION

- | | |
|---------------|---|
| 2019 | <ul style="list-style-type: none">• Matric
Ratshepo Secondary School
Grade 12 |
| 2021-
2023 | <ul style="list-style-type: none">• Human Resource Management
Nelson Mandela University
National Diploma |
| 2024 | <ul style="list-style-type: none">• Cloud Administration
Deviare
Certificate |
| 2024-
2024 | <ul style="list-style-type: none">• Human Resource Management
Nelson Mandela University
Advanced Diploma |

PROJECTS

- **Corporate Social Responsibility**
Renovating a crèche
Bought groceries and Toys for kids

OBJECTIVE

Results-driven and dedicated HR professional seeking a challenging role that utilizes my skills and experience to drive organizational success. With a strong work ethic and proven track record of delivering high-quality results, I am committed to making a meaningful contribution to a dynamic organization.

SKILLS

Strong organizational skills Effective communication Technical proficiency Analytical skills Adaptability Time management Problem-solving Active listening Basic computer skills Interpersonal skills Customer services Conflict management Ethical and cultural fit Compliance Marketing skills Teamwork Patience Reliability Attention to detail Ability to work autonomously Computer skills

80%

EXPERIENCE

- | | |
|------------------|---|
| 2022
November | <ul style="list-style-type: none">• Assistant
South African Police Services (SAPS) |
|------------------|---|

- 2023
January

Tracking and follow up vehicle registration.
Preparing vehicle Risk Minutes and Agenda.
Assisting with Managing Financial Authority.

April
2024 -
September
2024
2023
February
- 2023
September

- **Cloud administrator**

Deviare
I was doing cloud administration projects.

- **Ambassador**

Nelson Mandela University

Duties:

To assist First Year students to acclimatise to university.

To assist First Year students with developing a sense of belonging.

To promote student perseverance and success.

Attend the FYS workshops and the FYS core training.

Meet with your first-year students informally about once every two weeks in an informal setting.

Check regularly how they are doing via technology/social networks: e-mail, WhatsApp.

You are required to create a WhatsApp group for your first years and use this as the main means of communication with them.

This will facilitate sharing of information that will benefit the entire group.

To help the individual buddy groups identify themselves, group identities can be created and shared with the broader first year group.

Refer first years to support services and resources.

Avoid dispensing advice, but rather facilitate a problem-solving process where your student makes the necessary decisions.

Be a good referring agent.

During Orientation week.

Facilitate the FYS Programme and accompany your first years to the required orientation events.

Provide information on resources available on campus.

To take the initiative to assist first-years whenever required.

Help first year's cope with being a student in the following way:

How to interpret the calendar and the timetable.

How to use and navigate university online platforms and systems.

How to study at university.

How to manage time effectively and set goals

Who to see when you need help with content/administrative/personal issues.

Understanding university terminology: DP, a class mark, an exam mark, pass mark and a final mark, etc.

Knowing what academic support is offered.

To ensure that you complete the attendance register and that you and your first years complete the relevant evaluation forms.

Performing ad-hoc administration duties

02/2025

- **Recruitment Admin Intern**

Red Ember Recruitment

I create and populate monthly recruitment reports.

I update all platforms (adding, removing and renewing job specs and candidate details).

Learning and making use of the different platforms to streamline recruitment process.

I create digital templates that assist in streamlining the recruitment process.

I pull data from platforms.

I create Job adverts.

I upload job specs on all platforms.

I schedule interviews and meetings with candidates on behalf of the consultants.

I send rejection emails to unsuccessful candidates– (regret cvs of people when not meeting, shortlisted and candidates that we have met that are not right – using the platform and via email) as per the consultants' request.

I capture candidate information on Zoho Recruit before the consultants conduct their interview.

I convert cv's in Zoho Recruit template for client usage.

I follow up on emails and corresponding with candidates.

I send candidates vacancy application forms to register and complete.

I follow up with candidate that the form has been completed before interview.

I screen application forms - see if they have crim records and no matric etc and provide feedback to recruiters before interview with candidate.

I send out and or booking assessments where applicable.

I book Payroll assessments with Payroll candidates.

I follow up with candidate of completed assessments.

I compile the Payroll Assessments reports for clients.

I send email with pre-employment request details to be completed by candidates.

I send pre-employment check forms to third party MIE or Lexis Nexis, running pre-employment

checks, following up on third party for pre-employment check reports.
I market pre-employment check to clients, conducting these checks and invoicing thereof.
I check reports of pre-employment check done for the month that the correct checks were invoiced.

I create and maintaining a recruitment filing system.
I assist with marketing by uploading all content on platforms as instructed.
I manage the application process to present a professional and accurate record of the candidate: competency-based interview, 2-character references, criminal check, ITC group - and qualification checks (if applicable) and skills assessment (if applicable.).
Ad hoc Audit projects and database clean-up

General:

I use processes and software programs correctly and effectively in logging information to the above mentioned duties.

Key Performance Indicators (KPIs) for the Recruitment Administrator role:

Monthly Recruitment Reports:

Timely creation and population of monthly recruitment reports to provide insights and metrics on recruitment activities.

Platform Management:

Accurate and up-to-date management of all platforms used for recruitment, including adding, removing, and renewing job specs and candidate details.

Process Efficiency:

Learning and effectively utilizing different platforms to streamline the recruitment process, improving efficiency and reducing manual effort.

Digital Templates:

Creation of digital templates that assist in streamlining the recruitment process, such as standardized email templates, interview guides, and assessment templates.

Data Management:

Efficiently pulling and organizing data from platforms to ensure accurate reporting and analysis of recruitment activities.

Job Advertisements:

Timely creation and uploading of job advertisements on all platforms to attract potential candidates.

Interview and Meeting Scheduling:

Proactive scheduling of interviews and meetings with candidates on behalf of the consultants, ensuring smooth coordination.

Candidate Communication:

Prompt and professional I communicate with candidates, including sending rejection emails, follow-ups, and responding to candidate queries.

Candidate Information Management:

I Accurately and timely capture candidate information on Zoho Recruit before the consultants conduct interviews.

Pre-Employment Checks:

I Effective manage the pre-employment checks, including sending pre-employment request details to candidates, following up with third-party providers, and ensuring completion of checks.

Recruitment Filing System:

I Create and maintain a well-organized recruitment filing system to ensure easy retrieval and documentation of candidate information.

Marketing Support:

I Assist with marketing efforts by uploading content on platforms as instructed, promoting the company's brand and recruitment activities.

Key Performance Areas (KPAs) for the Recruitment Administrator role:

Administrative Support:

I Provide comprehensive administrative support to the recruitment team, including report creation,

data management, scheduling, and communication.

Platform Management:

I Efficiently manage all platforms used for recruitment, ensuring accurate and up-to-date information.

Process Optimization:

I identify opportunities to streamline the recruitment process and implementing digital templates and tools to improve efficiency.

Candidate Engagement:

I Maintain professional and proactive communication with candidates, ensuring a positive candidate experience.

Documentation and Compliance:

I Ensure accurate documentation and compliance with pre-employment checks, filing systems, and audit requirements.

System and Software Proficiency:

I Demonstrating proficiency in using software programs and processes correctly to log information and perform job duties effectively.

Accuracy and Attention to Detail:

I Maintain a high level of accuracy in data entry, documentation, and reporting to ensure reliable information for decision-making.

Team Collaboration:

I Collaborated effectively with consultants and other team members to support their recruitment activities and meet organizational goals.

Continuous Improvement:

I'm Actively seeking opportunities for process improvement, suggesting innovative ideas, and participating in ad hoc audit projects and database clean-up efforts.

REFERENCE

- **Esther - South African Police Services**
Supervisor
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0722379597
- **Kuhle Yonga - Deviare**
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- **Xabisokazi - Red Ember Recruitment**
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