

# Vutivi Ngoveni

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## Human Resources Clerk

Experienced HR Clerk with 4 years of experience streamlining administrative processes, improving data accuracy, and organizing efficient recruitment processes. Achieved over 80% accuracy in Personnel Management and successfully recruited and onboarded 98 Interns for the whole of Gauteng in the past year.

## WORK EXPERIENCE

### South African Police Service • 03/2023 – Current Human Resources Development Assistant

- Facilitate daily operations of the office with general and administrative support.
- Facilitate asset verification.
- Accurately take minutes of the meeting
- Filing of all minutes of the meeting.
- Compile and update supplier records in digital and physical file systems.
- Assist in the correspondence and management of filing in the office.
- Assist with document management and archives management.
- Ensure safe keeping on any confidential or sensitive documents.
- Vacancy list drafting and posting
- Performed all recruiting steps from shortlisting to onboarding
- Archiving of old files and no longer existing employees
- Performed the 2023/2024 graduate interns full process recruitment

### Gauteng Department Of Education • 01/2020 - 09/2022 Administrative Assistant

- Entered information onto digital systems to maintain data quality and accuracy.
- Supported meetings by organizing spaces, preparing documentation, and completing meeting notes.
- Organized and updated file systems, keeping records easily retrievable.
- Maintained scheduling and event calendars for staff meetings, parties and important deadlines.
- Typing minutes of the meeting.
- Assist with financial management and filing of financial statements.
- Prepare presentation, reporting and summary spreadsheets.
- Received and distributed incoming mail and digital correspondence.
- Updated databases and spreadsheets regularly to track progress.

- Helped maintain office organization for aesthetic appeal and easy access to supplies.
- Performed Phase 1, Phase 2 And Phase 3 Recruitment processes.

## EDUCATION

### **Bachelor of Commerce in Information Management**

University Of Johannesburg•Johannesburg•GPA: 2.0•02/2016 - 05/2022

Major: Information management, Business management

Primary Modules : Accounting, Economics, Knowledge monitoring, Knowledge at risk, Searched engine optimization, Information Portal, Public management and Governance.

### **National Senior Certificate in Matric**

Jeppe Education Centre•Johannesburg•GPA: 3•01/2012 - 12/2015

Major Subjects: Languages, Mathematical literacy, and Life Orientation

Primary Subject: Accounting, Economics, Business studies, history

## CERTIFICATIONS

### **Fundamentals of Human resources •04/2024 - 04/2024**

Alison

### **Quality Management Systems (QMS) •02/2021 - 02/2021**

Alison

## PROJECTS

### **Graduate Recruitment 2023/2024 •04/2023 - 05/2023**

South African Police Service

### **Presidential Youth Employment Initiative Recruitment •11/2020 - 08/2022**

Gauteng Department of Education

Performed all the recruitment processes for 2023/2024 Presidential Youth Employment Initiative Recruitment

- Shortlisting, Reaching out to candidates, Interviews, Selection, Onboarding, Induction and placement, handover each phase for archives to the head office

## SKILLS

Attentiveness, Communication, Conducting Induction, Creativity, critical thinking, Customer Relationship Management, Data Management, Document Management, Facilitate, File System, Financial Jurisdiction, Financial Management, Fleet Management, flexibility, Handling Employee Conflicts, innovative, Leadership, Management, Office Management, Presentation, Progress Monitoring, Record Management, Recruitment, Selection, Sensitivity, Shortlisting, Stock Taking, Team Player