

CURRICULUM VITAE
OF
FLORENCE FIKILE MDLULI

PERSONAL DETAILS

SURNAME	:	Mdluli
MAIDEN SURNAME	:	Nobunga
FULL NAME(S)	:	Florence Fikile
DATE OF BIRTH	:	31 August 1992
IDENTITY NUMBER	:	920831024 7085
GENDER	:	Female
HOME LANGUAGE	:	Xitsonga
OTHER LANGUAGE	:	English, Zulu, Xhosa & Sotho
NATIONALITY	:	South African
RESIDENTIAL ADDRESS	:	26519 Moraine Street Ext36 Etwatwa 1520
CONTACT DETAILS	:	0719355234/0639698403
DRIVER'S LICENCE	:	none
EMAIL ADDRESS	:	ffmdluli8@gmail.com

EDUCATIONAL QUALIFICATIONS

HIGH SCHOOL ATTENDED	:	Thoko- Thaba Secondary School
LAST GRADE ATTENDED	:	Grade 12(Matric)
YEAR PASSED	:	2009
SUBJECTS PASSED	:	Tsonga (Home Language) English (First Additional Language) Physical Sciences, Life Sciences, Geography, Life Orientation

EDUCATIONAL BACKGROUND

QUALIFICATIONS	Diploma in Human Resource Management
YEAR	2019
SUBJECTS PASSED	Personnel Management n4,5,6 Personnel Training N5,6 Communication N4, Computer practice N4,5,6 Labour Relations N5,6& Entrepreneur and business N4
NAME OF INSTITUTION	Nkangala Tvet College

EMPLOYMENT HISTORY

NAME OF COMPANY	OUTsurance Shoprite Checkers (PTY)
POSITION	Field Agent
APPOINTMENT DATE	2022/09/07 to 2023/09/07
NAME OF DEPARTMENT	Department of Correctional Services
POSITION	HR experiential learner
MANAGEMENT AREA	Modderbee Management Area
APPOINTMENT DATE	02/10/2023 untill 31/03/2025

DUTIES AND RESPONSIBILITIES

FIELD AGENT

- ▶ Working prospects through the entire sales process
- ▶ General leads
- ▶ **Educating and turning those interested in long-term customers**

HUMAN RESOURCE DEVELOPMENT CLERK (2023/09/15-2023/12/15)

- ▶ identifying the learning and development needs of employees
- ▶ **Designing and delivering training programs**
- ▶ Tracking and evaluating training effectiveness
- ▶ Providing feedback to employees on their performance
- ▶ Designing and implementing training and development programs
- ▶ Creating and distributing training materials
- ▶ Assessing the effectiveness of training programs
- ▶ Managing professional development opportunities

SALARY ADMINISTRATION (2024/06/03-To -date)

- ▶ **Consolidates nurse's overtimes, night visits and standby call-out.**
- ▶ Observing allowances and deductions on Persal.
- ▶ Observing housing allowances and state guarantees
- ▶ Capturing and Cancellation of stop-orders and policies
- ▶ Update personal information of employees on Persal.
- ▶ Processing Resettlement and Relocation of new employee
- ▶ Observing the management periodical workers payment.
- ▶ Draw and consolidate monthly reports
- ▶ Handling of SMS and MMS petrol claims
- ▶ Handling S&T claims
- ▶ Salary and personnel administration
- ▶ Prepare, and send statistics and reports on monthly basis
- ▶ Payment of over time, standby, Sunday and night shift allowance on Persal.

LEAVE ADMINISTRATION (2024/01/02 -2024/05/31)

- ▶ Management of daily duties for officials
- ▶ Management of leaves according to the policy
- ▶ Compiling of G224's (weekend overtime)
- ▶ Observing the capturing of leave forms on PERSAL
- ▶ Manage compensation of Injury on Duty
- ▶ Ensures that there is no over granted leave after service termination
- ▶ Capture Temporary Incapacity Leave forms on PERSAL
- ▶ Submit TIL application forms to the Service Provider
- ▶ Management of 28, 294 and duty list register.
- ▶ Management of leave without pay

ADMINISTRATION OF LEAVE

- ▶ Ensured that 21(a) form recommended and approved before recording in G102
- ▶ Also check that 21(a) form controlled is has to written 2168.

- ▶ **Check information is complete correctly.**
- ▶ Ensured that has been captured and approved in PERSAL system then 21(a) form record on correct G102
- ▶ Ensure that leave forms are recorded correctly in the G102 service record within five days.
- ▶ Management of daily duties for duties for officials.

HANDLING OF LEAVE RECONCILIATION AND AUDITING (G102), 2168, AND SUB REGISTER, SV FILE, PERSAL INFORMATION).

- ▶ **Ensure that reconciliation and done every month.**
- ▶ **Ensure that leave auditing is done every six months or when official is transferred and terminated**

UPDATING OF THE PERSONAL INFORMATION IN G102

- ▶ Ensure that personal information for the official are updated and recorded in the G102.
- ▶ Dependants are also registered in the G102.
- ▶ Management of data integrity
- ▶ **Management of transfers**
- ▶ **Management of services terminations**

KNOWLEDGE AND SKILLS

- ▶ Problem solving skills
- ▶ Team work and individual work skills
- ▶ Knowledge of PERSAL system
- ▶ Computer literate (MS word, power point and excel)
- ▶ Good communication skills
- ▶ Knowledge of Batho Pele principles
- ▶ Knowledge of public service policy and legislative frame-work
- ▶ Knowledge of Public Finance Management Act
- ▶ Interpersonal relations skills
- ▶ Typing skills
- ▶ Report writing skills
- ▶ Ability to work under pressure
- ▶ Ability to take minute
- ▶ Conflict management skills
- ▶ Knowledge of Labour Relations Act

REFERENCES

NAME OF DEPARTMENT	Department of Correctional Services
CONTACT PERSON	Ms Moganedi MJ
POSITION	HRD Manager
CONTACT NUMBERS	0113608168
NAME OF DEPARTMENT	Department of Correctional Services
CONTACT PERSON	Ms Molefe B
POSITION	Staff Support Manager
CONTACT NUMBERS	0113608069