

Nonkululeko Manuel

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Executive Administrator | Human Resource Business Partner | Human Resource Consultant | Human Resource Administrator

I am a seasoned and accomplished Human Resource Specialist, bringing to the table more than 10 years of experience in handling multi-national clients in various capacities. My unique professional experience stems from years of providing excellent day-to-day administrative support and building employer and employee relations. I possess great internal and external communication skills, I'm dependable and highly motivated. My 5 years' experience as an Executive Administrator has also assisted in offering versatile office and people management skills, which are of vital importance in any organization.

Core Competences and Skills

- Administration
- People Management
- Recruitment
- Time Management
- Conflict Resolution
- On Boarding
- Microsoft Office
- HRIS System
- Calendar Management
- Office Coordination
- Employee Relations

Professional Experience

**Bio-Analytical Research Corporation | Johannesburg
South Africa (BARC-SA)**

December 2017 - Current

Executive Administrator

- Develop, plan, maintain effective administrative systems and procedures for the organization.
- Arrange all local and international travel needs for employees. This includes scheduling hotel, flight and car rentals and preparing itineraries.
- Coordinating, tracking, and involved in all interviews for various departments within the organization.
- Efficiently managing the Medical Director's complex diary and making sure meetings and all important tasks are completed within set deadlines.
- Assist with audit preparation and make sure that we have no major findings in the audit.
- Ensure that all monthly excel reports are accurately prepared for petty cash reconciliations and overtime claims are properly recorded and accounted for the month.
- Timeously compile, update and monitor job profiles for advertising on internal and external portals.
- Submission of new employee documentation for HCPSA registration to enable them to write the board examination.
- Responsible for making sure material transfer agreements, contracts and quotes are signed by relevant parties for biological samples to be shipped for testing.

Human Resource Business Partner

- Consults with line management, providing HR guidance when appropriate.
- Analyzes trends and metrics in partnership with the HR group to develop solutions, programs, and policies.
- Manages and resolves complex employee relations issues through investigations.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.
- Develops contract terms for new hires, promotions, and transfers.
- Provides guidance and input on business unit restructuring, workforce planning and succession planning.
- Identifies training needs for business units and individual executive coaching needs.
- Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.

Human Resource Consultant | Johannesburg

January 2013 – November 2017

Lancet Laboratories

- Actively engaged with line managers and offered them support regarding staff issues, policies, and procedures.
- Managed, coordinated, and conducted interviews with various managers to fill in vacant positions for all existing departments within the company.
- Compiled monthly industrial relations and recruitment reports for the department for the month.
- Used my expert knowledge of the Human Resource Information System (HRIS) and Sage VIP payroll system to ensure that employee details and salaries were uploaded correctly.
- Assisted with the preparation of disciplinary cases and drafted charges and outcomes to promote procedural and substantive fairness.
- Orchestrated and conducted focus groups with employees to maintain employee engagement. These proved to be effective as they assisted in optimizing productivity and enhanced teamwork amongst the employees and reduced staff turnover.
- Designed, updated creative job profiles for advertising on internal and external portals.
- Attended and assisted the Industrial Relations Manager with conciliation cases at the CCMA as well as other legal hearings relating to labor issues.

Institute of Health Programs and Systems | Johannesburg

November 2011 – February 2012

Human Resource Administrator

- Handled all human resource administration functions and ensured that all employee documents were up to date and correctly filed.
- Compiled, sorted, and distributed employee payslips to different regions.
- Scheduled appointments and interviews for the Human Resource Manager.
- Completed UI-19 forms and service certificates.

Language Skills

- **English** (*Proficient*) | **IsiZulu** (*Proficient*) | **SeTswana** (*Proficient*) | **Afrikaans** (*Medium*)

Education

- University Of Johannesburg | **National Diploma Human Resource Management** | graduated 2010.
- TEFL Universal | **120 Hour Advanced TEFL / TESOL Certificate** | completed 2023.