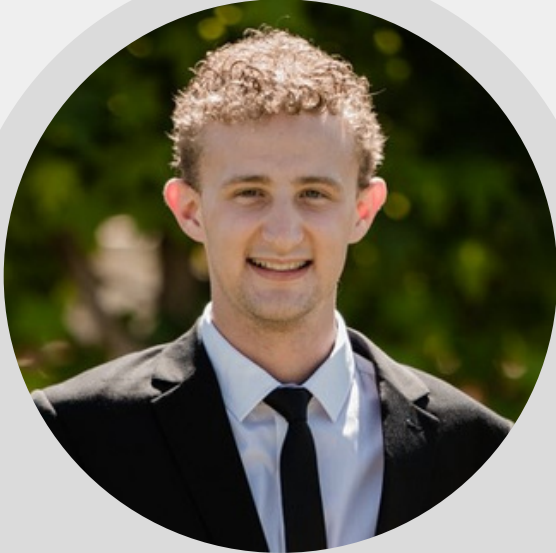


Matthew Coetzer





Human Resource and Payroll Manager



About Me

I am a hardworking, enthusiastic and determined person who enjoys pushing boundaries and exploring new opportunities. I am always willing to learn new skills, enjoy helping others and bringing happiness into people's lives.

Contact Me

-  076 675 4326
-  matthewcoetzer72@gmail.com
-  30 First Avenue, Marlands,
Germiston, South Africa
-  Matthew Coetzer |
LinkedIn

Soft Skill

- Communication
- Creativity
- Time Management
- Leadership
- Teamwork
- Attention To Detail

Education

- **2020 - 2022 - College**
Eduvos
Bachelor of Commerce in Law
degree majoring in Human
Resources
- **2015 - 2019 - High School**
Woodlands International College
190 Leith Road, Bartlett AH,
Boksburg.

Work Experience

● GENESIS SUPPLY CHAIN SERVICES | 2023 - PRESENT HR and Payroll Manager

- I solely manage and run the HR & Payroll of the company
- I deal with all pay related as well as non-pay related queries
- I represent the company during hearings

Front of Office Receptionist

- Responsible to deal with walk-in guests as well as answering the office phone and dealing with queries

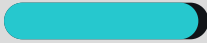
Account Manager

- I handled the entire account of repacking for British American Tabaco
- I had open and honest communication with clients, ensuring customer satisfaction
- I co-ordinated with various internal teams to ensure smooth and efficient service delivery

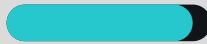
Receiving and Dispatching


- I receive and dispatch stock in an accurate and detailed manner and within the turnaround time required
- I have strong verbal communication skills when engaging with customers and suppliers.


Technical Skills

Microsoft Word 

Microsoft Excel 

Microsoft PowerPoint 

Microsoft Outlook 

Microsoft Teams 

Extra Skills

- Sage 50c Pastel Express
- Sage Pastel HR and Payroll
- Canva
- Filmora
- ClipChamp

Hobbies

- Learning new skills
- Making and editing Tik Tok & YouTube Videos
- Cooking
- Singing & Dancing
- Yoga & Meditation
- Reading
- Exercising

Accounts

- Invoice current customers work for payment
- Communicate with customers about payment amount and payment dates

● T.M.S. STEEL

Admin Clerk | 2022

- I caught all filing up to date.
- I linked job orders from customers to job cards from suppliers.

● ASTEC JOHANNESBURG

Human Resources | 2017 - 2022

- I set up, organised and sorted out employee files and then entered employee data onto the system
- I helped check employee's working hours for weekly and monthly wages and salaries

Certifications

- Sage Pastel Payroll (83%) - 2021
- Payroll Online Test (77%) - 2021
- Sage - Payroll Admin & Legislation 2021/2022
- Sage - Payroll tax legislation 2021/2022
- Sage - Remuneration: Earnings 2021/2022
- Sage - Steps to follow when calculating employees' tax 2021/2022
- Sage - The annual tax calculation and tax deductions 2021/2022

Online Education

2022

- Human Resources
- Microsoft Office (Word, Excel, PowerPoint, Outlooks, Teams)
- CPR and First Aid
- Law

Alison

2022

- Email Sending
- Meeting Planning
- Landing you next job
- Self-promotion

Google Digital Skills

Online Certificates

- Fundamentals of Human Resources
- CPR, AED and First Aid
- Introduction to managing your personal finance
- Microsoft Office (Word, Excel, PowerPoint, Outlooks, Teams)