

# RESUME SUMMARY

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**Keneiloe Mokoatle**

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Dedicated HR and General Administration Professional with more than 15 years' experience in both Private and Public Organisations. Which includes, experience in recruitment, retention of staff, staff development and succession planning, conflict resolution which include representation at both CCMA and Bargaining Council, benefits and compensation, HR record management, Knowledge of public service policy and legislative frameworks, including Public Service Act and Regulations policies development, legal and risk compliance, B-BBEE Yearly reporting, ESG (Environmental Social and Governance) reporting for our Stakeholders, serve as a primary point of contact for clients and internal stakeholders. Facilities and relocation management. Lead, supervise, and develop the administrative support team, Monitor adherence to legislative and regulatory compliance in the execution of the projects. (Safety regulations, environmental guidelines and building codes). I am a highly adaptable communicator with excellent communication skills with interaction experience in all levels of the business. Self-motivated individual with a knack for critical thinking and developing solutions that are not only scalable but also easy to implement. I am a creative individual with the ability to understand day to day issues faced by management and employees. Expert in managing project timelines, passionate about youth development and career guidance.

Seeking to implement new and existing processes and working outside the box.

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## Skills

Developing a HR Strategy aligned with the business, HR Department Startup, Implementing Wellness Program, Orientation & On-Boarding, HRIS Technologies, Staff Recruitment & Retention, Compensation & Benefits Administration, Restructuring processes, ESG (Environment, Social and Governance), Developing HR Policies & Procedures, Succession Planning, Project Management, Staff Recruitment & Retention.

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## Achievements

Successfully developed and implemented a recognition and reward programme, which culminated in celebrating the first employee awards function in the history of the organization.

Developed and implemented a comprehensive employee wellness strategy, which aims at reducing the absenteeism rate, minimizing medical aid costs, and driving employee engagement and retention.

Successful implementation of the ESS-Payslips projects, 100% employees are now on ESS-Payslip payroll system

Merger and Acquisition of business: alignment of policies and procedures  
Facilities Management (FM) : Assigned to integrating staff, place, and process to ensure the functionality, comfort, safety, and efficiency of the built environment. Assigned projects also to sell assets to internal and external buyers, I've worked closely with the finance team in ensuring that they correctly remove assets from the assets list. ( office moved 3 times successfully).

During the Business Rescue "BR" process, with my institutional knowledge I was entrusted to act as Managing Director for the company

to ensure the successful purchase of the organisation.

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## Education

**MANCOSA / Bachelor of Commerce Honours - Human Resource Management, Current**  
2025 - Current , PRETORIA

Human Resource Development, Strategic HRM, Organisational Psychology, Labour Law. **(Completed)**

Employment Relations, Research Methodology, Research Report **(currently outstanding subjects)**.

**GETSMARTER PROGRAMME / Certificate- Human Resource Management**  
JAN 2015 - SEP 20215, UCT (ONLINE)

Strategic models and frameworks for HR competencies, Applying HR diagnostics, Implementing HR strategy, aligning talent acquisition to organisational strategy, encouraging high performance, Retaining talent, Managing risk, Sustainable succession.

**TSHWANE UNIVERSITY OF TECHNOLOGY/ National Diploma - Labour Relation**  
JAN 2023 - DEC 2006, TSHWANE

Labour Relations, Labour Law, Labour Administration, Aspects Psychology, Business Communication, Business Management and Economics, Statistics.

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## Certificate of Attendance

Sage Pastel Payroll and HR: Advanced Software training, Tax Training, Problem Solving Training (2015)

SAP training: End user training (2013)

Labour Guide: How to Chair a Hearing (2015)

Certificates for understanding Solar (2023)

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## Experience

**Phila Mvemvane Trading / Consultant: HR and Administration Services**

01 APR 2022 - PRESENT, SOWETO

Act as a point of contact for system or project-based development and enhancement requests. Dedicated support professional with a strong foundation in mental health principles, gained through guiding people especially the youth, to understand current and future demands and ensure that HR is prepared to integrate with and support their initiatives, projects, and programs. Develop and build hiring processes for a variety of levels from temporary staffing to executive placement. Ensure the compensation for each job is fair, equitable and competitive with similar jobs in the demographic through internal parity and benchmarking. specializing in Labour Relations, offering a solid track record in mitigating industrial conflict and ensuring compliance with the Labour Relations Act. Experienced in managing the full CCMA dispute cycle from referral to

arbitration. Committed to fostering positive employee-management relations and delivering sound, ethical advice to leadership.

### **AfricOil (Pty) Ltd / Manager: Group Human Resources**

26 SEP 2016 -01 MAR 2022, FOURWAYS

Improving HR operations in multi-site, regulated environments. Implemented HRIS systems, cut time-to-hire, reduced turnover, and maintained zero audit findings. Expert in talent acquisition, performance management, and organizational culture. Resourceful HR professional in high-volume hiring, onboarding, and HR data management. Expert in optimizing workflows to improve productivity and compliance. Proven ability to improve company culture through employee engagement programs, resulting in higher employee satisfaction. Ensure the compensation for each job is fair, equitable and competitive with similar jobs in the demographic through internal parity and benchmarking, specializing in Labour Relations, offering a solid track record in mitigating industrial conflict and ensuring compliance with the Labour Relations Act. Experienced in managing the full CCMA dispute cycle from referral to arbitration. Committed to fostering positive employee-management relations and delivering sound, ethical advice to leadership.

### **Weco Group / HR Generalist/ Team Leader**

19 MAR 2015 -23 SEP 2016, CHAMDOR

Formulation and implementation of Employment Equity Plan. Development of an employee-oriented company culture that emphasizes the Weco Values. Provide high level, timely and professional advice to senior managers and staff. Compensation and Reward Administration (Management of end-to-end payroll process). Human Resource Information systems (HRIS) management. Benchmarking and internal parity to ensure remuneration alignment. Employee Relations. Manage the employee wellness function. Training and Development

### **Afgri Operations Ltd / Human Resource Officer**

01 MAY 2011 - 18 MAR 2015, CENTURION

Payroll and benefits administration

Participate in the development and review of human resources policies.

Recruitment and selection

Coordination of performance management system

Employment Equity

Administration of HR development and training

Responsible for the budgeting process in relation to Salaries

### **Khula Enterprise Finance (Ltd) / Practitioner: Human Capital Management**

26 FEB 2011- 30 APR 2011, PRETORIA

Payroll and benefits administration

Participate in the development and review of human resources policies.

Recruitment and selection

Employment Equity

Administration of HR development and training

Responsible for the budgeting process in relation to Salaries

**Mindshare South Africa / Manager: HR**

08 SEP 2010 - 31 DEC 2010, RIVONIA

Responsible for the divisional talent sourcing and management

Compensation & Benefits

Employee Wellness

Dealing with employee relations issues

**Denny Mushroom / Human Resource Officer**

01 MAY 2009 - 18 MAR 2010, VENTERSDORP

Payroll Administration

HR & Training Administration

Employee Movements

Manage Employee Relations

**Gilmich Pty Ltd / HR Practitioner**

01 MAR 2008 - 16 NOV 2008, ROODEPOORT

Responsible for the divisional talent sourcing and management

Attending operational meetings

HR and Payroll Administration

Employee Relations

Development and implementation of the Divisional HR operating plan

Preparation of monthly HR reports and quarterly board reports

Responsible for the employee wellness issue within the Division

Corporate Social Investment

**Metrorail / Snr. Administrative Official & Acting Chief Administrative Official**

02 APR 2007 - 29 FEB 2008, JOHANNESBURG

Payroll and general administration of various HR functions

**Brent Personnel / Recruitment Researcher**

01 NOV 2006 - 30 MAR 2007, SUNNINGHILL

Ensuring full operational function of HR Recruitment is implemented

**Netstar (Pty) Ltd / Human Resource administration officer**

01 JAN 2006 - 31 OCT 2006, MIDRAND

Ensuring full operational function of the HR division is implemented