[Your Name] [Your Surname]

[City, Province]
[Cell number]
[Email address]
[LinkedIn URL – optional]

HR ASSISTANT | HR ADMIN | RECRUITMENT ADMIN

Profile

Detail-focused HR Assistant with [X] years' experience supporting recruitment administration, employee file management, leave tracking and payroll inputs. Comfortable handling confidential information, answering staff queries professionally and keeping HR documents compliant and audit-ready. Strong admin skills (Excel, trackers, minute taking) and a practical understanding of HR processes including onboarding, disciplinary documentation support and basic BCEA concepts (working hours and leave types).

Key skills

- Recruitment admin: CV screening, interview scheduling, regret emails
- Onboarding packs: contracts, new starter forms, checklist control
- Employee files: filing, document control, record updates
- Leave capturing and trackers (annual/sick/family responsibility)
- Timesheets, overtime and payroll input preparation
- HR reporting: headcount lists, training registers, simple dashboards
- Handling employee queries and escalating sensitive issues
- Minute taking and internal communication drafts
- MS Excel (filters, pivots basics), Word, Outlook/Teams
- POPI-aware handling of personal information

WORK EXPERIENCE

HR Assistant — [Company Name], [City]
[Month Year] – Present

- Supported end-to-end recruitment administration for hourly and salaried roles: shortlisting support, interview scheduling, candidate communication and document collection.
- Maintained employee files (digital and hard copy) and ensured documents were signed, filed and easy to retrieve for audits.
- Captured leave and updated monthly leave reports for ±[number] employees; followed up on outstanding medical certificates and supporting documents.
- Prepared payroll inputs (timesheets, overtime, unpaid leave, new starter info) and submitted to Payroll/Finance by weekly/monthly deadlines.
- Assisted with onboarding: issued welcome packs, coordinated induction bookings and ensured new hires completed required forms.
- Drafted HR letters and notices (interview invites, regret emails, policy reminders) using

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approved templates.
- Managed HR stationery and document templates, keeping version control and distribution lists updated.

HR Administrator / Office Administrator (Intern/Contract) — [Company Name], [City]
[Month Year] – [Month Year]

- Answered HR front-desk queries, logged requests and escalated sensitive matters to the HR Officer/HR Manager.
- Updated employee master data on spreadsheets/HRIS under supervision (addresses, next-of-kin, bank detail change forms).
- Helped compile interview packs, printed CVs and ensured interview rooms were booked and ready.
- Captured training attendance registers and updated the skills/training tracker.

EDUCATION

[Diploma/Degree] in Human Resource Management — [College/University], [Year]

Matric (NSC) — [School Name], [Year]

CERTIFICATES / SHORT COURSES

- [Labour relations / HR admin / Excel] — [Provider], [Year]
- [Basic payroll / Sage / Pastel / HR] — [Provider], [Year]

SYSTEMS

- MS Excel, Word, Outlook, Teams
- [Sage/SAP/HRIS name if used]

REFERENCES

Available on request (or: [Name, Title, Company, Cell, Email])

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