

MARY OTTO's Resume

Personal Details

Full Name: MARY OTTO
Gender: Female
Location: OLIVEDALE, South Africa (Gauteng)
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Nationality: South Africa, South Africa
ID # : 6408030163082
EE-AA: Female

Career Objectives (I'm looking for)

Job Title : Remuneration Specialist / Consultant, H/R Senior, Divisional Manager
Location : South Africa (Gauteng), South Africa (Gauteng) - I am willing to relocate
Job Type : Permanent
My Availability : Immediately
My Next Career Move : Adequate responsibility commensurate with qualifications. Team-player, demanding and pressurized environment. Input to company strategy and alignment, developing policy, acting as catalyst, creative, objective and output driven, quality driven, client focus. I/T Functional - URS, WBS, process flow, system testing, training, support, user manual development, system integration, data analysis, integrity of reporting. Developing graphic representations of data for top management. Human Resources specialising Remuneration and Payroll (SARA qualified and Damelin qualified). H/R systems, all other functions. Remuneration specialist. configuration Management. Project Management - critical factors. Training plans and claims SDL, OD. All legislation BCEA, LRA, Employment Equity, UIF, COIDA, MEIBC. CCMA. Staff welfare. I/R especially wage negotiations. Statistics and number crunching of large databases. conciliation and arbitration within policy and compliance framework.

Employment History

BA Social Sciences at Duo-Spect Solutions

Duration : 01/2009 - Current
Occupation : Education & training: Training
Employer Sector: Engineering

Sub-sector: Consulting
Type :
Remuneration : None
Duties : I studied full-time in 2009 at UJ and completed psychology 3. Am left with sociology 1 and a module of English which I will do part-time. Passed with distinction.
Reason to leave : Circumstances changed

Remuneration and Benefits Specialist at Ezulwini Mining Company

Duration : 09/2007 - 01/2009
Occupation : Human Resources: Employee Benefits administration
Employer Sector: Mining
Sub-sector: Earth
Type : Permanent
Remuneration : R 34000.00
Duties : To do generalist H/R functions including I/R and Training management until specialist remuneration and benefits department could be created. To analyse wage and salary figures, manage payroll compliance, deal with daily staff complaints, implement a grading and performance system, participate in negotiations and CCMA arbitrations, to produce bottom line scenario figures of salary increases for management decision. To negotiate cumulative staff benefits with external suppliers. To develop executive monthly reports on departmental issues and supply statistical information to all H/R departments and EXCO monthly. To establish a professional remuneration and benefits department for +/- 4000 employees. To provide bottom line salary expenditure during negotiations and proceed to dispute with CCMA. Company proposal accepted and concluded two year wage-agreement.
Reason for leaving : To complete degree

Human Resources Manager at Leader Tread International

Duration : 02/2006 - 08/2007
Occupation : H/R Manager
Employer Sector: Manufacturing, Production & Trades
Sub-sector: Rubber compounds
Type : Permanent
Remuneration : R 18000.00
Duties : Recruitment, Training, Skills Levy Reimbursement, Contractual Agreements, Recruitment, Labour Disputes and CCMA arbitrations, Social Investment and Development, Payroll and Salary legal compliance, Database setup and creation, Performance Appraisal, Staff relations, Dispute resolution, Management strategic implementation, Staff benefits and remuneration, Development of H/R policies, New staff induction, Administration according to

legislative compliance. Trustee on Board for Pension Fund – Alexander Forbes

Reason for leaving : Better Job Offer

HUMAN RESOURCES CONSULTANT at Spirotech International

Duration : 03/2003 - 02/2006
Occupation : Consultant
Employer Sector: Engineering
Sub-sector: Shaftless Spirals
Type : Permanent
Remuneration : R 125.00 per hour
Duties : Reporting to M.D. Ison with Financial Manager. Configuration management, Human Resources Manager +/- 140 employees, Payroll and Wages, IR, COID, Merseta Training Plans and Claims, NQF, Recruitment, Training, Policy development, Job Descriptions, Staff budgets, Payroll Year end, Recruitment, Termination, Legislative requirements, BDEA, LRA, Apprenticeships and Learnerships, Company accreditations, ABET, MIBFA calculations and payments, H/R policies, Inductions, Organigrams, IR, General Staff Welfare, AIDS Counselling, Vendor applications and registrations, Company Marketing. Document control. Completing all Vendor Applications and maintaining a database. Recommending marketing proposals for approval and ensuring company exposure including internet design.

Reason for leaving : Buy out

PROGRAM MANAGER CORPORATE at SITA State Information Technology Agency

Duration : 09/1994 - 09/2002
Occupation : Program Manager H/R – Payroll / Remuneration / Systems
Employer Sector: Information Technology
Sub-sector:
Type : Permanent
Remuneration : R 26500.00
Duties : Software / Hardware procurement and implementation of a Human Resource System according to URS Investigating ERP System +/- R55 mil budget Co-ordinate up to 13 project team members, sub-contractors, suppliers, developers, functional users, functional support employees. Implement an integrated Human Resource system which is supportive of MIS as required. Functional support. Provide personnel budget +/- R460 mil. Manage salary increases for whole company +/- R53 mil, Ensure technical stability. Resource management. Client management. Contract management. Quality management. Risk management. Procurement management. Development training and mentorships. Inputs to strategic direction of company. Program integration management. Consulting services during system enhancements. Research and alignment to best practices. Process Re-engineering. Feasibility studies. Obtain and document user requirements. Co-ordinate system testing and configuration. Update and align documentation. Manage call-centre.

Reason for leaving : Provide training to team members and users
Husband bought into business, relocation

Claims Management at Wilgers Pharmacy

Duration : 02/1994 - 09/1994
Occupation : Debtors / Creditors
Employer Sector: Medical
Sub-sector: Bookkeeping and administration
Type : Contract
Remuneration : R 6000.00
Duties : Claims Management, Recons, System updates, Software Evaluation and recommendation of upgrades / replacement Software
Reason for leaving : SITA contacted me to return to the company

Project Co-ordinator, Trainer, Personal Assistant. at SITA State Information Technology Agency

Duration : 03/1987 - 09/1991
Occupation : Project Co-Ordinator / P.A. to Div Exec
Employer Sector: Information Technology
Sub-sector: Parastatal
Type : Permanent
Remuneration : R 12000.00
Duties : Administration of Corporate Projects, Simulation of best practice scenario's, Advise of budgets, project durations, resource utilisation and planning, project progress. Develop and present courses in Project Management I,II and III. Implement Management by Objective programme. Cost estimations for the division. All PA related functions.
Reason for leaving : To have my two children

Staff Manageress at Woolworths

Duration : 02/1984 - 02/1987
Occupation : H/R Manager
Employer Sector: FMCG, Retail & Wholesale
Sub-sector:
Type : Permanent
Remuneration : R 8000.00
Duties : Commercial Management, Retail Management, Human Resource Management
Reason for leaving : Got married - extended hours became a problem

Ledger Supervisor at Barclays Bank

Duration : 08/1982 - 12/1983

Occupation : Ledger Supervisor
Employer Sector: Financial
Sub-sector: Banking
Type : Permanent
Remuneration : R 460.00
Duties : Bulk Teller, Teller, Savings, Accounts, Enquiries, Clerk, Waste Clerk
Reason for leaving : Higher aspirations

Skills

Solid	Training and Development	over 10 years
Extensive	Executive Reporting on all H/R related issues	2 to 5 years
Extensive	Pastel, VIP, Persease, H/R Expert, PSoft MS suite,	over 10 years
Expert/Specialist	Human Resource Generalist	over 10 years
Solid	Volunteer at Teddy Bear Clinic Saturdays - counsel	1 to 2 years
Extensive	Human Resource IT Specialist	over 10 years
Solid	CCMA Disputes and Resolution	2 to 5 years
Expert/Specialist	Remunerations and Benefits Management	5 to 10 years
Expert/Specialist	Human Resource Management	over 10 years
Solid	Psychology, social development	1 to 2 years
Extensive	Strategic Remuneration Management	5 to 10 years
Extensive	System Testing, Implementation, URS, Functional Su	over 10 years
Solid	Succession and contingency planning	5 to 10 years
Solid	BCEA, UIF, Tax, SDL claims, Training reports	over 10 years
Extensive	Developing and implementing policies	2 to 5 years
Solid	Human Resources Mining House	1 to 2 years
Solid	BBEEE reporting to Government	1 to 2 years
Extensive	Project Management	5 to 10 years
Extensive	Skills Development Levy claims and reimbursements	2 to 5 years
Extensive	Salary Surveys and H/R Budgeting	5 to 10 years
Extensive	Performance Management HAY MBO	5 to 10 years
Solid	Contract Management	2 to 5 years
Solid	Recruitment	over 10 years
Solid	Annual training plans and reports for SETA	2 to 5 years
Solid	Organigram development and Process Flow	2 to 5 years
Solid	Industrial Relations	over 10 years

Extensive	Leave management	5 to 10 years
Expert/Specialist	Developing Training Manuals	2 to 5 years
Extensive	Payroll Management	2 to 5 years
Solid	AIDS Counselling	1 to 2 years
Extensive	System integration and decentralisation	2 to 5 years
Extensive	H/R Manager Manufacturing	2 to 5 years
Solid	Human Resources Manufacturing	1 to 2 years
Solid	Developing employee skills base	5 to 10 years
Extensive	Pastel H/R	2 to 5 years
Solid	Tax year end procedures	2 to 5 years
Expert/Specialist	Configuration Management	5 to 10 years
Extensive	Human Resources Engineering	2 to 5 years
Expert/Specialist	Human Resources Information Technology	over 10 years
Extensive	IT Systems Management	5 to 10 years
Solid	Managing design and development teams	2 to 5 years
Solid	ARS Remedy	over 10 years
Solid	ERP Systems evaluation and functional specs	2 to 5 years
Extensive	H/R Program Manager	5 to 10 years
Expert/Specialist	Strategic E H/R	5 to 10 years
Solid	ISO 9001 / 9004 Auditor	2 to 5 years
Solid	Medical practise and pharmaceutical systems	5 to 10 years
Solid	Retail Management, Commercial Management	2 to 5 years
Extensive	Human Resources Retail	2 to 5 years
Basic/Limited	Banking Front Line	1 to 2 years

Education History

BA Social Sciences

UJ	Johannesburg
Completion	11/2010
Subjects :	PSYCHOLOGY 3RD YEAR COMPLETE CUM LAUDE Social psychology, Abnormal behaviour and mental health, Cognition, Thinking , Memory, Psychological Research, Interpersonal skills in diverse contexts, Community Psychology, Critical thinking and logic etc

Global Remuneration and Benefits Professional

Global Remuneration Organisation	Johannesburg
Completion	08/2007
Subjects :	International Benefits, International Total Remuneration, Variable Pay, Performance Management Strategy, Design and Implementation, Pay structures, Pay rate determination and Base Pay Programme Administration, Total Remuneration Management,

Quantitative Methods.

Diploma Payroll Administration - Distinction

Damelin KRUGERSDORP
Completion 08/2004
Subjects : Payroll Administration with distinction

Microsoft Access 2000

Damelin KRUGERSDORP
Completion 02/2003
Subjects : Microsoft Access

AIDS - HIV Diploma

UNISA Pretoria
Completion 11/2001
Subjects : Passed with distinction

Soft Skills Courses

SITA and EXTERNAL TRAINING INSTITUTIONS Pretoria
Completion 09/2001
Subjects : Management Assessment, HAY Profiling and Job Evaluation, Written Business Communication, Presentation Skills, Self Presentation and Conflict Handling, Interaction Management, Industrial Relations 1 and 2, Marketing, Customer Relations, Management by Objective Programme, Transitional Management, Sit-Lead

IT SPECIFIC CERTIFICATES AND EXPERIENCE

SITA, DAMELIN Pretoria
Completion 09/2001
Subjects : Advanced Project Management for Technical Projects, Chrystal Reports, Lotus 123, Systems Consultants Course 0502, Non-DP Functions for systems development, Focus - 4th Gnl Language, PAC III Project Management (Mainframe), DMS Configuration Management, Super Project XPERT(Project Management), Freelance (Graphics), Open Plan (Project Management), Animator, DMS, Harvard (graphics), Roscoe (Operating system) Novell Suite, Word, Corel Perfect 8 plus (organigrams), Flow (Flow charts), Pastel

IT SPECIFIC CERTIFICATES AND EXPERIENCE

SITA AND MEDICAL PRACTISE Pretoria
Completion 09/2001
Subjects : Tax Planner (Salary structuring system), ARS (Call logging and routing), HR Expert Suite (Human Resources System 11 Modules), First Choice (Database), Data Point (Database), Multi-Mate, DBII (Database), XENIX - (Financial Pharmaceutical system), PICK (Medical and Pharmaceutical system), AIM (Invoicing system for pharmacies), MASS (Medical Practise software), EDI (Electronic Data Transfer, Lotus Notes - (E-mail)

Auditor ISO9001

SABS Pretoria
Completion 02/1994
Subjects : Quality Listing in an IT environment

PROJECT MANAGEMENT (distinction)

UNISA	Pretoria
Completion	11/1990
Subjects :	Project Management in an IT environment
<u>Management Certificate</u>	
Woolworths	Port Elizabeth
Completion	12/1987
Subjects :	Commercial Management, Retail Management, Human Resources
<u>Institute of Bankers</u>	
Institute of Bankers	Johannesburg
Completion	10/1984
Subjects :	Marketing, Finance, and other
<u>US Diploma</u>	
Lake City	Iowa
Completion	07/1982
Subjects :	US Government, Economics, Physics,
<u>Senior Certificate</u>	
Eunice	Bloemfontein
Completion	06/1981
Subjects :	English, Afrikaans, Geography, Biology, Art and Drama

Associations

Global Remuneration Organisation SARA

Duration :	09/1998 - Current
Your Role :	Qualified Member

Languages

Current :	Sotho-Southern	Speak
Current :	English	Read, Write, Speak
Current :	Afrikaans	Read, Write, Speak

Achievements

01/2010	Cum Laude Social Work	University of Johannesburg
01/2010	Cum Laude Psych 3	University of Johannesburg
11/2008	Global Remuneration Professional	GRO
12/2005	AIDS Counselling Passed with distinction	Unisa
01/1990	Passed with Distinction - Project Management	Unisa
04/1982	Member	National Honor Society

01/1982	Excellence of Scholarship, Character and Leadershi	Lake City
12/1981	Academic Excellence throughout High School	EUNICE
01/1981	Awarded Study Scholarship	AFS