

BEVERLY PAULSON

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PROFESSIONAL PROFILE

Experienced Human Resources and Administration Professional with over 25 years of experience supporting HR operations, employee relations, payroll administration, recruitment processes, workforce planning, and office management across public and private sector environments.

Proven expertise in employee onboarding, leave administration, personnel records management, time and attendance systems, payroll support, recruitment administration, employee development, and policy compliance. Recognised for strong interpersonal skills, professionalism, attention to detail, and the ability to build positive working relationships across all levels of an organisation.

A dedicated and people-centred professional with extensive experience supporting management and employees while ensuring efficient HR service delivery and organisational effectiveness.

CORE COMPETENCIES

- Human Resources Administration
- Employee Relations
- Recruitment & Onboarding
- Leave Administration
- Payroll Support & Wage Administration
- Time & Attendance Management
- Personnel Records Management
- Employee Documentation & Compliance
- Performance Management Support
- HR Information Systems (SAP, PeopleSoft, Farm Trace, Payworks)
- Employee Development & Mentoring
- Policy & Procedure Implementation
- Procurement Administration
- Office Management
- Report Writing & Record Keeping
- Event Coordination & Logistics
- Stakeholder Engagement
- Microsoft Office Suite (Word, Excel, PowerPoint)

QUALIFICATIONS

Bachelor of Arts (Public Administration and Human Sciences)

University of South Africa (UNISA) | 2019

National Senior Certificate (Matric)

Humansdorp Secondary School | 1985

PROFESSIONAL EXPERIENCE

HR & Payroll Administrator

JS Jordaan Boerdery | June 2025 – Present

Key Responsibilities:

- Manage day-to-day HR administration and employee support services
 - Administer employee attendance and timekeeping systems through Farm Trace
 - Monitor and update employee attendance records
 - Support payroll processing through Payworks
 - Generate and distribute employee payslips
 - Handle payroll and wage-related employee queries
 - Assist with UIF documentation and salary schedules
 - Support Injury on Duty (IOD) administration
 - Maintain accurate employee records and HR documentation
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HR & Administrative Coordinator

Gelato Mania Pty Ltd | September 2023 – Present

Key Responsibilities:

- Coordinate employee onboarding and employment documentation
- Maintain employee files and personnel records
- Respond to HR-related employee queries
- Support recruitment and administrative processes
- Coordinate appointments and business logistics
- Assist with supplier quotations and credit applications
- Support employee uniform distribution and stock control

- Provide reception and switchboard support
 - Maintain confidential employee and organisational records
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HR Workforce & Planning Administrator

BYC Aqua – A Woven Solutions | February 2021 – September 2023

Key Responsibilities:

- Managed employee leave administration and attendance records
 - Processed shift changes, shift swaps and workforce scheduling requests
 - Maintained absence and attendance databases
 - Reviewed and approved leave requests
 - Supported overtime administration processes
 - Assisted employees with HR-related enquiries
 - Maintained workforce planning systems and records
 - Supported employee exit processes and leave entitlement calculations
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Personal Assistant & HR Administrator

Western Cape Department of Local Government | June 2018 – February 2021

Key Responsibilities:

- Provided executive support to senior management
- Coordinated recruitment administration and HR processes
- Captured and managed employee leave records
- Assisted with employee relations and personnel administration
- Supported PAY Intern development and mentorship programmes
- Managed procurement and financial administration
- Coordinated travel, meetings and events
- Drafted reports, submissions and official correspondence
- Maintained confidential employee and departmental records

Key Achievement:

- Successfully mentored and supervised PAY Interns, contributing to their professional growth and workplace readiness.
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Senior Administrative Officer / Personal Assistant

Western Cape Department of Environmental Affairs and Development Planning | July 2009 – May 2018

Key Responsibilities:

- Managed HR administration and employee support functions
- Coordinated recruitment and leave administration processes
- Maintained personnel records and employee documentation
- Supported employee development initiatives and intern programmes
- Coordinated procurement, asset management and financial administration
- Managed executive diary coordination and meeting administration
- Organised departmental events and logistics
- Drafted reports, memorandums and official correspondence

Key Achievement:

- Mentored and supervised PAY Interns while supporting their career development and workplace integration.
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SAP Administrator (Contract)

City of Cape Town | May 2009 – July 2009

Key Responsibilities:

- Administered procurement-related transactions on SAP
 - Assisted with procurement processes and supplier administration
 - Maintained accurate system records and documentation
 - Supported operational and maintenance teams with administrative requirements
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HR & Finance Administrator

South African Revenue Service (SARS) | May 1996 – February 2009

Key Responsibilities:

- Provided comprehensive HR administration and employee support services
- Managed leave administration and personnel records
- Maintained employee information on PeopleSoft
- Assisted with recruitment and onboarding activities
- Handled salary, benefits and medical aid enquiries
- Coordinated payroll-related administration
- Processed travel and subsistence claims through SAP
- Managed petty cash and financial administration
- Coordinated procurement and supplier payments
- Assisted with debt management and revenue administration

Key Achievement:

- Developed extensive experience in HR administration, payroll support, employee relations and government compliance processes over a 13-year period.

PROFESSIONAL TRAINING

- Women in Management – Kromme Rhee
- Mentor Training – Kromme Rhee
- SAP Training – South African Revenue Service
- PeopleSoft Training – South African Revenue Service
- Professional Development for Personal Assistants and Secretaries – Cape Peninsula University of Technology
- Individual Voice and Office Management Skills – The Voice Clinic
- Business English and Writing Skills Programme – The Voice Clinic

PROFESSIONAL ATTRIBUTES

- Strong interpersonal and communication skills
- High level of professionalism and integrity
- Excellent organisational and planning abilities
- Strong attention to detail
- Ability to manage confidential information
- Adaptable and solution-oriented
- Team player with strong relationship-building skills
- Self-motivated and committed to continuous learning

REFERENCES

Available upon request.