

Waafiqah Kaffiel

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SUMMARY

Dynamic Recruitment Agent with over 6 years of experience in talent acquisition and performance management. Proven expertise in overseeing recruitment processes and developing employee profiles, demonstrated as a Talent Performance Specialist at Capitec Bank. Successfully recruited for various roles while managing HR functions including payroll and employee engagement. Committed to enhancing recruitment strategies to align with organizational goals, ensuring that unique skills effectively meet the needs of potential employers.

WORK EXPERIENCE

Aug 2024 – Present	Talent Performance Specialist SAP, CAPITEC BANK	Cape Town , South Africa
	<ul style="list-style-type: none">• Oversee all aspects of the Performance Development cycle from initiation to completion• Act as the Subject Matter Expert (SME) for Performance Management in SAP	
Jan 2024 – Jul 2024	People Engagement Consultant, CAPITEC BANK	Cape Town , South Africa
	<ul style="list-style-type: none">• Facilitated the hiring process of new employees within the SAP system• Architected new profiles and contributed to organizational design and restructuring	
Mar 2017 – Present	Transport Coordinator and HR Administrator (Self Employed Business), ISAACS TRANSPORT	Cape Town , South Africa
	<ul style="list-style-type: none">• Managed recruitment processes and operated payroll systems• Synchronized daily responsibilities for drivers and client services, including airport meet and greets	
Mar 2023 – Dec 2023	Human Resources Administrator, VITAFOAM and Restonic ADO Restonic	Cape Town , South Africa
	<ul style="list-style-type: none">• Executed recruitment, administration, inductions, payroll management, and terminations• Oversaw Health and Safety protocols and produced monthly reports	
Aug 2018 – Apr 2020	Front of house Assistant [HR Support], VIRGIN ACTIVE	Cape Town , South Africa
	<ul style="list-style-type: none">• Facilitated meet and greets along with recruitment interviews for front-of-house positions• Administered timesheets, drafted payroll rosters, conducted inductions, and provided client services	

EDUCATION

Jan 2017 – Nov 2018	SETA SERVICES Certificate, Business Administration and Services	Cape Town , South Africa
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SKILLS

Human Resources

Transport management

SAGE HR systems

Performance Management SAP
SuccessFactorsFully Computer literate (MS Word,
Excel, PowerPoint, Outlook)

CRM

Excellent communication skills

Resourceful

Positive

Hardworking

Committed

Neat

Polite

Punctual

Motivated