

ALMUTH NASIRAH GORESES



Address : 5 Makotter Street ,Erf 1090
Otjiwarongo
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EDUCATION

January 2025 (In Process)

Bachelors Honours Degree majoring in Human Resources Management
NUST (Namibia University of Science and Technology)

May 2020

Bachelor of Business Administration majoring in Management and Human Resources
Stadio Namibia

May 2014

Diploma in Human Resources majoring Management and Human Resources
Stadio Namibia

SKILLS

Supervisory Skills Development Course
Introduction to Estate Administration
Letter Writing and Report writing Skills
Basic Fintel Debtors and Receipting
VIP Premier basic Training -including Payroll and leave administration
VIP- Personnel Management, VIP Personnel Management,
VIP - Tax Year End



ALMUTH NASIRAH GORESES

ACHIEVEMENTS

- Member of the ALAN (Association of Local Authorities in Namibia)
 - P3 Working Group in Namibia
 - Affirmative Action Committee Member
 - Show Committee Member
 - Wellness Focal Person – Otjiwarongo Municipality
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<u>Work Accomplishments</u>

Otjiwarongo Municipality

HR ,Training & Wellness Officer – 01 July 2024 – until date

- Responsible for Recruitment and Selection
- Induction of newly appointed employees
- Arranges farewell functions of retired/employees that resign
- Prepares and ensure that HR Policies are in place and communicated to Staff
- Implement Wellness Programmes within Council
- Administer Pension Fund, Medical Aid, SSC and Pension Back Loans
- Liaise with 3rd Party providers such as Medical Aid and Pensions Fund providers
- Compile OD and Training Programmes
- Responsible for departmental training needs analysis
- Arranges job attachments of interns
- Assist HR Manager with various HR Interventions
- Administer the resignation and retirement process
- Prepare monthly HR & Training report for Management
- Administer all Wellness activities within Council

Otjiwarongo Municipality

HR & Payroll Officer – August 2018 –June 2024

Duties

- Responsible for salaries of staff members
- Responsible for balancing of salaries list
- Payments to third parties
- Administers and monitors pension funds as well as medical aids.
- Operate salaries on VIP system
- Overtime calculations of staff



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- Administering Leave of staff
- Monitoring of payroll claims
- Monitoring of allowances
- Responsible for new appointments/contract workers/exits/retirements & resignations
- Responsible for employee tax year end
- Responsible for monthly back up and interface on system

Otjiwarongo Municipality

HR & Training Officer – 01 October 2014 – June 2018

- Responsible for Recruitment and Selection
- Induction of newly appointed employees
- Arranges farewell functions of retired/employees that resign
- Prepares and ensure that HR Policies are in place and communicated to Staff
- Implement Wellness Programmes within Council
- Administer Pension Fund, Medical Aid, SSC and Pension Back Loans
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Otjiwarongo Municipality

PA to CEO – 01 July 2009 – September 2014

Responsible for providing secretarial and administrative support to CEO and Strategic Management of Otjiwarongo Municipality.

Duties

- Performs all required drafting of correspondence and other documents for the CEO
- Records messages and ensure the urgency and importance of these messages are correctly conveyed
- Screens visitors to the CEO in a courtesy yet decisive manner



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- Arranges CEO's travelling and accommodations including drawing up itineraries, obtaining visas etc.
- Arrange meetings and special events and take minutes of such meetings as required
- Prepare and compile agendas for Executive Management meetings.
- Send correspondences to Executive Management through CEO's office
- Informs the cleaning staff of the standard of cleanliness and appearance of CEO's reception through the office of HR Manager
- Ensure that all stationary, consumables stock and refreshments needed in the CEO's office are available at all times
- Monitors, control and record all transactions regarding CEO's budget for consumables and arrange for payments and proper recording.

Otjiwarongo Municipality

Front Office Agent – 19th October 2007 – 30 June 2009

- Keep diaries for Strategic Executives, Relief Cashier, Front Office Supervisor and Switchboard Operator
- Balance Header Accounts
- Assist with Typing
- Liaison with customers and handle all queries and complaints
- Product development and responsible for cut off list

Agri-bank of Namibia

Estates Officer – 01 October 2000 – 30 September 2007

- Lodging of claims against Estate/Insolvent Estates
- Monitoring, handling and Controlling Arrear Accounts
- Timeous accurate identification of Information on Estate Auctions and sale of in execution by scrutinizing the newspaper for relevant information.
- Monitoring and observing the total process.
- Ensure correct grievance & disciplinary handling.
- Checking and ensuring correct update of statistics, tracking and tracing
- ALCO Meetings and closing files
- Attend to all customer queries

Agri-bank of Namibia

Securities and Safe Custody Clerk – 01 August 1997 – 29 September 2000

- Interview clients
- Preparing Allotment documents, Preparing Notarial Bonds over loose assets and Mortgage Bond over fixed properties.



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- Prepare weekly Cash Commitment, liaise on a continuous basis with Lawyers and Banks
- Issue vouchers for clients to purchase required goods.
- Daily cash up and banking

REFERENCES

- **MR JOHN NEKWAYA**
BRANCH MANAGER - AGRIBANK
065 – 221582 / 221 899
- **MRS RACHEL ENGELBRECHT**
MANAGER:HR & ADMIN.
OTJIWARONGO MUNICIPALITY
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