



# Johan Van Zyl

Curriculum Vitae (CV)

**What job i'm looking for? My positive points**

**INSTITUTION QUALIFICATION YEAR**

EOH Self-Leadership Course 2014

**INSTITUTION QUALIFICATION YEAR**

Optima College (Pretoria) Microsoft Windows: Orientation, Microsoft Office 1999

**INSTITUTION QUALIFICATION YEAR**

Pioneer school Switchboard & Telkom, Lotus, D-Base, 1996

**EMPLOYMENT DETAILS**

**COMPANY NAME:** EOH Recruitment Solutions

**EMPLOYMENT DATES:** January 2014 April 2017

**CURRENT POSITION:** Researcher-Recruiter (for people with disability)

**RESPONSIBILITIES:** • New business development

- Sourcing suitable candidates on job portals and database
- Screening candidates
- Verification checks
- Preparation of candidate documentation for client submission
- Salary negotiations
- Client liaising (face to face and telephonically)
- Attending client visits to build and maintain relationships
- Marketing candidates
- Daily, weekly and monthly reporting of figures to management
- Attract, screen and place successful candidates in vacancies
- Continually building and maintaining of candidate and client database
- Proper planning and organization to achieve target and goals
- Provide and obtain feedback to and from candidates and clients regarding interviews attended
- Headhunting suitable candidates where needed
- Preparing all necessary paperwork for clients regarding candidates
- Arranging interviews with candidates
- Giving feedback to candidates and clients on a regular basis
- Handling client and candidate queries with professionalism
- Conducting reference checks before referring them to clients
- General administration

**REASON FOR LEAVING:** Retrenched due to the closing of the department I am working for.

COMPANY NAME: EOH Recruitment Solutions

EMPLOYMENT DATES: March 2010 December 2013

POSITION: Office Support

RESPONSIBILITIES: • Operating of the switchboard - (Answering switchboard, transfer calls, taking messages

- Updating Extension List
- Load CV's on CRM

REASON FOR LEAVING: Accepted the appointment of Researcher-Recruiter at the same company

COMPANY NAME: Abacus Recruitment

EMPLOYMENT DATES: February 2008 February 2010

POSITION: Office Support

RESPONSIBILITIES: • Operating of the switchboard - (Answering switchboard, transfer calls, taking messages

- Updating Extension List
- Load CV' on CRM

REASON FOR LEAVING: Abacus Recruitment merged with EOH

COMPANY NAME:

Lancet Laboratories

EMPLOYMENT DATES: March 2004 April 2004

POSITION: Switchboard Operator

RESPONSIBILITIES: • Answering Switchboard

- Transfer Calls
- Taking Messages
- Reporting faulty lines-extensions
- Updating extension list and speed dials of doctors

REASON FOR LEAVING: Transport Problems

COMPANY NAME:

Niehaus & Ungerer Laboratories

EMPLOYMENT DATES: January 2001 February 2004

POSITION: Switchboard Operator

RESPONSIBILITIES: • Answering Switchboard

- Transfer Calls
- Taking Messages
- Reporting faulty lines-extensions
- Updating extension list and speed dials of doctors

REASON FOR LEAVING: The company merged with Lancet Laboratories

COMPANY NAME: Ungerer Laboratory

EMPLOYMENT DATES: June 2000 December 2000

POSITION: Switchboard Operator

RESPONSIBILITIES: • Answering Switchboard

- Transfer Calls
- Taking Messages
- Reporting faulty lines-extensions
- Updating extension list and speed dials of doctors

REASON FOR LEAVING: The company merged with Niehaus and Botha Laboratories.

COMPANY NAME: RAINBOW CHICKENS LTD PTY

EMPLOYMENT DATES: APRIL 1998 MAY 1998

POSITION: SWITCHBOARD OPERATOR

RESPONSIBILITIES: • Answering Switchboard

- Transfer Calls
- Taking Messages
- Reporting faulty lines-extensions
- Updating extension list

REASON FOR LEAVING: Part time

COMPANY NAME: PIONEER SCHOOL

EMPLOYMENT DATES: January 1996 December 1996

POSITION: SWITCHBOARD OPERATOR

RESPONSIBILITIES: • Answering Switchboard

- Transfer Calls
- Taking Messages
- Reporting faulty lines-extensions

REASON FOR LEAVING: Switchboard-Practical Training

REFERENCES

COMPANY NAME: EOH Recruitment Solutions  
 CONTACT PERSON Madeleine van den Berg  
 POSITION: Manager  
 CONTACT NO: 072 372 2784

COMPANY NAME: EOH Recruitment Solutions  
 CONTACT PERSON Melanie Luus  
 POSITION: Manager  
 CONTACT NO: 082 853 0126

Preferred occupation Administrators  
 Administrative jobs  
 Preferred work location Pretoria / Tshwane  
 Gauteng  
 East Rand  
 Gauteng

Administration-switchboard-recruitment

**Contacts and general information about me**

CURRICULUM VITAE: Johan van Zyl  
 Day of birth 1975-10-04 (49 years old)

Gender Male  
 PERSONAL DETAILS  
 Residential location Pretoria / Tshwane  
 Gauteng

Known as Johan  
 Telephone number *Information is available only for registered users.*  
[Sign in](#)

ID number 7510045150084  
 Email address *Information is available only for registered users.*  
 Nationality South African  
[Sign in](#)

Residential area Danville-Pretoria

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Disability Blind

**Computer knowledge**

Notice period Immediately  
 Microsoft office, CRM.

**SECONDARY QUALIFICATIONS**

**Additional information**

Salary you wish r10000 R per month  
 INSTITUTION QUALIFICATION YEAR

Pioneer school Matric 1995

TERTIARY EDUCATION

INSTITUTION QUALIFICATION YEAR