



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