



# Sanet Stirling

Curriculum Vitae (CV)

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

I have 30 years of work experience which includes being a PA, Admin and Secretarial positions, Translations and Transcriptions, Training, Recruitment and Sales. Together with Recruitment and Executive Search, I also performed key Human Resources duties.

I have a wealth of knowledge that I would be glad to share with a dynamic company. I have advanced Computer Skills, excellent MS Office, excellent Social Media skills and a fast and accurate typing speed.

I am professional, experienced, dedicated and very detail orientated, and I am willing to work long hours to get a project done on time.

|                         |                                  |
|-------------------------|----------------------------------|
| Preferred occupation    | Management, human resources jobs |
| Preferred work location | Cape Town<br>Western Cape        |
|                         | West Coast<br>Western Cape       |
|                         | Cape Winelands<br>Western Cape   |
|                         | Overberg<br>Western Cape         |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1969-02-28 (55 years old)   |
| Gender               | Female  |
| Residential location | West Coast<br>Western Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                      |  |
|----------------------|--|
| Working period       | <b>nuo 2011.02 iki 2019.10</b>   |
| Company name         | Stirling Executive Search and HR   |
| You were working at: | Recruitment professional   |
| <br>                 |  |
| Working period       | <b>nuo 2009.11 iki 2011.01</b>   |
| Company name         | Telebest Holdings  |
| You were working at: | Recruitment professional   |
| <br>                 |  |
| Working period       | <b>nuo 2009.01 iki 2009.10</b>   |
| Company name         | Orange Recruiting  |
| You were working at: | Recruitment professional   |
| Occupation           | Contract   |
| <br>                 |  |
| Working period       | <b>nuo 2005.08 iki 2008.12</b>   |
| Company name         | Adcorp   |
| You were working at: | Recruitment professional   |
| <br>                 |  |
| Working period       | <b>nuo 2018.01 iki 2020.05</b>   |
| Company name         | Freelance Translations, Transcriptions, VA   |
| You were working at: | Administrators   |
| Occupation           | Legal Translations, Transcriptions of any sort, VA work for companies around the world |

**Education**

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 1994.01 iki 1995.11</b> |
| Degree                    | Diploma                        |
| Educational institution   | Damelin                        |
| Educational qualification | HR and Management              |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | fluent                     | fluent               |

**Computer knowledge**

MS Office  
 Google +  
 Placement Partner  
 Access

**Recommendations**

|                  |                    |
|------------------|--------------------|
| Contact person   | Heletta Jordaan    |
| Occupation       | Labour Consultant  |
| Telephone number | 0828507478         |
| Email address    | helettaj@gmail.com |

#### **Additional information**

|                          |   |
|--------------------------|---|
| Your hobbies             | Reading<br>Gardening<br>Cooking             |
| Driver licenses          | EB Articulated Light Vehicle $\leq$ 3,500kg |
| Driver license from      | 1992-03-00 (32 years)                       |
| Salary you wish          | neg R per month                             |
| How much do you earn now | 20000 R per month                           |