



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 Western Cape
	West Coast Western Cape
	Cape Winelands Western Cape
	Overberg Western Cape

Contacts and general information about me

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

Work experience

Working period	nuo 2011.02 iki 2019.10
Company name	Stirling Executive Search and HR
You were working at:	Recruitment professional
Working period	nuo 2009.11 iki 2011.01
Company name	Telebest Holdings
You were working at:	Recruitment professional
Working period	nuo 2009.01 iki 2009.10
Company name	Orange Recruiting
You were working at:	Recruitment professional
Occupation	Contract
Working period	nuo 2005.08 iki 2008.12
Company name	Adcorp
You were working at:	Recruitment professional
Working period	nuo 2018.01 iki 2020.05
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	nuo 1994.01 iki 1995.11
Degree	Diploma
Educational institution	Damelin
Educational qualification	HR and Management

Languages

Language	Speaking level	Understanding level	Writing level
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 Gardening 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