



# 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 (48 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.

[Sign in](#)

Nationality South African

Residential area Danville-Pretoria

### Languages

Languages Afrikaans & English

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

Gender Male

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