

 **Sanet Stirling's Resume**

Personal Details

 **Phone Number** +27 71 947 2297 | +27 71 947 2297

 **Email** sanet.stirling@gmail.com

 **Location** West Coast (South Africa)

 **Nationality** South Africa (ID: 6902280302085)

 **Age** 49 (28 Feb 1969)

 **EE/AA Status** White Female

 **Driver's Licence** Articulated Light Vehicle ≤ 3,500kg (Since Not Supplied)

My Next Job

 **Preferred** **Any**

Western Cape (South Africa)

Notice Period: Immediately

Career Summary

|  |  |  |
| --- | --- | --- |
| **Company** | **Position** | **Duration** |
| Armstrong Appointments | Executive Head-hunter | Feb 2016- May 2018 |
| Langebaan Country Estate | HR Manager | Jul 2012 – Feb 2016 |
| Sanet Stirling & Associates CC | Self Employed | Feb 2011 – Feb 2016 |
| Only The Best | Branch Manager | Nov 2009 – Feb 2011 |
| Orange Recruiting | Recruitment Manager | Jan 2009 – Nov 2009 |
| Adcorp Holdings (Emmanuels) | National Accounts Manager | Jul 2008 – Dec 2008 |
| Adcorp Holdings (Adcorp KEY Accounts) | Project Leader Key Accounts Manager | Jun 2006 – Jun 2008 |
| Adcorp Holdings (Adcorp Talent Resourcing) | Client Servces Executive | Aug 2005 – May 2006 |
| Citigroup | Recruitment Manager | Oct 2004 – Aug 2005 |
| Dynamic Placements (Afriserv ) | Sales Manager | Sep 2003 – Sep 2004 |
| Advtech (Brent Personnel) | Branch Manager | Oct 2002 – Aug 2003 |
| Telebest Holdings | IR and Training Manager | Jan 2001 – Jan 2002 |
| Telebest Holdings | Mentor Branch Manager | Jun 2000 – Sep 2000 |
| Telebest Holdings | Branch Manager | Oct 1995 – Jun 1999 |
| South African Airways | Reservations Agent Secretary Part-Time instructor | Jun 1989 – Oct 1995 |

Skills

 **Current**

**Expert/Specialist**

Professional Recruitment Skills

Sales Skills

**Extensive**

Professional Instructors Training Course

Time Management with Brian Jude

Negotiating Skills Course

Affiliate Member Of Ipsc

Transactional Analysis and Customer Care

Handling Conflict

 **Previous**

**Extensive**

Disciplinary Hearing Course

The Morgan Methodology Recruitment Course

Ir Course with Andrew Levy

**Basic/Limited**

Winning Tenders Course

Employment

**Feb2016-May2018 Executive Head-hunter (Armstrong Appointments)**

West Coast work from home position

 Executive search, selection and headhunting

 New business development

 Reason for leaving: To be discussed

**Jul 2012– Feb2016** **HR Manager (Langebaan Country Estate)**

West Coast, Western Cape (South Africa)

Contract Management Level position in the Hotel (Hospitality & Restaurant) sector

Manage all HR duties:
Job Descriptions, Performance Management, Admin, Personnel files, Leave Management, Job Promotions, training, Consulting, Increase negotiations, Bonus negotiations, Loan applications
Manager all IR duties:
Warnings, Disciplinaries, Counselling’s
Manager all Recruitment and Selection:
Advertising, Interviewing, Selection, Reference checks, Employment Letters and appointments, Induction

Reason for Leaving: Better opportunity came along

 **Feb 2011– Feb2016** **Self Employed (Sanet Stirling & Associates CC)**

West Coast, Western Cape (South Africa)

Commission Only

Permanent Executive Level position in the Recruitment (Human Resources & Recruitment) sector

Recruitment Company - recruit for various sectors including SAP and IT, Finance, Engineering, Sales and Marketing and Retail Industry

Reason for Leaving: Doing this on a part time basis only

 **Nov 2009– Feb 2011** **Branch Manager (Only The Best)**

Western Cape (South Africa)

R 480,000.00 Per Annum Cost To Company

Not Supplied

Permanent Management Level position in the Recruitment (Human Resources & Recruitment) sector

Manage and lead team for Group of companies. Manage day to day activities of teams, co ordinate day to day duties, performance manage, manage budget. Do new business development and manage existing clients with consultants.

Reason for Leaving: To be discussed

 **Jan 2009– Nov 2009** **Recruitment Manager (Orange Recruiting)**

Gauteng (South Africa)

R 420,000.00 Per Annum Cost To Company

Med Aid, Pens Fund

Contract Management Level position in the Human Resources (Human Resources & Recruitment) sector

Manage and lead 3 small Recruitment Companies: Specialising in Sales and Marketing, IT and Contactors and Supply Chain Management. Manage day to day activities of teams, coordinate day to day duties, performance manage, manage budget. Do new business development and manage existing clients with consultants.

Reason for Leaving: Contract Position

 **Jul 2008– Dec 2008** **National Accounts Manager (Adcorp Holdings (Emmanuels))**

Gauteng (South Africa)

R 456,000.00 Per Annum Cost to Company

Medical Aid, Prov Fund, Share Options, Travel Allowance, Co Credit Card

Permanent Management Level position in the Human Resources (Human Resources & Recruitment) sector

Service ABSA MICRO LENDING and manage team of 8 consultants nationally. Provide temp headcount to ABSA on national account.

Reason for Leaving: Left the Adcorp Group

 **Jun 2006– Jun 2008** **Project Leader Key Accounts Manager (Adcorp Holdings (Adcorp KEY Accounts))**

Gauteng (South Africa)

R 400,000.00 Per Annum Basic Plus Commission

Car and Cell Phone Allowance, Medical Aid, Provident Fund, 13th Cheque

Permanent Management Level position in the Human Resources (Human Resources & Recruitment) sector

Project Leader responsible for all aspects of Human Capital and Recruitment for one Key Account. Perm, temp and contract recruitment, assessing needs in HR department and approaching different service providers within group to provide solutions. This would include solutions for recruitment, training, projects, Induction programme, Exit Interview Programme, SCIP Training, assessments, advertising, branding, Employer of Choice, Climate Surveys, Research etc, Continuous business development within client, marketing and PR within client, developing business strategies on behalf of client.

Reason for Leaving: Moved within Adcorp as division closed down

 **Aug 2005– May 2006** **Client Services Executive (Adcorp Holdings (Adcorp Talent Resourcing))**

Gauteng (South Africa)

R 320,000.00 Per Annum Basic Plus Commission

Med Aid, Prov Fund, Car and Cell Phone Allowance

Permanent Skilled Level position in the Human Resources (Human Resources & Recruitment) sector

Grow and retain existing client data base through regular client visits, presentations, marketing and development. New business development, meet and exceed targets. Introduce different products, to new and existing clients. Includes marketing, presentations, PR and relationship building

Reason for Leaving: Moved to head office

 **Oct 2004– Aug 2005** **Recruitment Manager (Citigroup)**

Gauteng (South Africa)

R 300,000.00 Per Annum Basic Salary

Prove Fund, Medical Aid

Permanent Management Level position in the Accounting (Financial) sector

Management of Recruitment Portfolio, both Temporary and Permanent, advertising, screening, interviewing, Letters of Appointment, Transfers internal and external, Probations, Terminations, handle MA Programme, Graduate Recruitment, Induction Training, Talent Pool. Relationship building within group.

Reason for Leaving: Needed a new challenge

 **Sep 2003– Sep 2004** **Sales Manager (Dynamic Placements Afriserv)**

Gauteng (South Africa)

R 300,000.00 Per Annum Basic Salary

Med Aid, Car Allowance, Petrol Card

Permanent Management Level position in the Human Resources (Human Resources & Recruitment) sector

Dynamic Placements - Setting up of new company. Recruit and train all new staff. Management of both Permanent and Temporary Desks. Put various systems and processes in place to ensure smooth running of branch. Had 3 staff reporting to me. Sales, new client development, presentations, advertising and marketing of new company. Afriserv Security - Setting up of new company and as above.

Reason for Leaving: Afriserv sold to Fidelity Guards, and company dissolved

 **Oct 2002– Aug 2003** **Branch Manager (Advtech (Brent Personnel))**

Gauteng (South Africa)

R 200,000.00 Per Annum Basic Salary

Car Allowance, Medical Aid, Prov Fund

Permanent Management Level position in the Human Resources (Human Resources & Recruitment) sector

Management of Permanent, Temporary and Admin staff. Had to put various systems and processes in place to ensure smooth running of the branch. Ongoing weekly training and regular performance appraisals. Maintaining and exceeding branch target as set by Advtech. Sales, client visits and relationship building, presentations, marketing and ensuring smooth running of entire branch. Reporting back to Advtech on sales regularly. Recruitment and training of all staff. Marketing and advertising the company to new clients.

Reason for Leaving: Opportunity to increase renumeration/start new company

 **Jan 2001– Jan 2002** **IR and Training Manager (Telebest Holdings)**

Gauteng (South Africa)

R 200,000.00 Per Month Basic Salary

Car Allowance, Entertainment Allowance

Permanent Management Level position in the Human Resources (Human Resources & Recruitment) sector

All IR related matters for Telebest holdings staff and Temporary/Contract workers. Counselling’s, Letters of Warning, Disciplinaries, CCMA Conciliations and Arbitrations. Writing Job Profiles against work competencies, doing performance appraisals with all staff, together with Branch Managers, on a regular basis. Recruitment and selection of all permanent staff. Training all new and existing staff, both formal training and on-the-job training. On-going weekly training with all branches on all Recruitment and Sales related issues.

Reason for Leaving: Planned to relocate to Cape Town but plans fell through

 **Jun 2000– Sep 2000** **Mentor Branch Manager (Telebest Holdings)**

Gauteng (South Africa)

R 150,000.00 Per Month Basic Salary

Not Supplied

Contract Senior Level position in the Human Resources (Human Resources & Recruitment) sector

Opened a new branch for Telebest Holdings called Kheta Staffing Services, Black Empowerment Company. Involved sourcing of new staff, training and mentoring staff, providing mentoring to new Branch Manager. Ensure targets are met and exceeded, sales and presentations to potential clients, marketing and advertising the company to new clients.

Reason for Leaving: Contract position only and needed permanent position

 **Oct 1995– Jun 1999** **Branch Manager (Telebest Holdings)**

Gauteng (South Africa)

R 120,000.00 Per Annum Basic Salary

Car Allowance, Entertainment Allowance

Permanent Skilled Level position in the Human Resources (Human Resources & Recruitment) sector

Started as Permanent Consultant with Only the Best, and was promoted after 2 months to Branch Manager for Teleresources, both part of Telebest Holdings. Started new office, source staff, train staff, develop client database, monitoring both Temp and Perm Desks. Promoted to Manager for Only the Best Main Office after 7 months, where I had to supervise and monitor 16 staff on both Permanent and Temporary Desks, plus admin staff. Recruiting new staff. training new and current staff, writing job descriptions and HR Related duties, making sure targets are met and exceeded.

Reason for Leaving: Expected baby and had to leave due to difficult pregnancy

 **Jun 1989– Oct 1995** **Reservations Agent Secretary Part-Time instructor (South African Airways)**

Gauteng (South Africa)

R 100,000.00 Per Annum Basic Salary

Prov Fund, Med Aid, Travel Discounts

Permanent Junior Level position in the Tourism (Travel & Tourism) sector

Central Reservations Agent, telephonically booking flights, promoted Special Agents, telephonically booking unaccompanied minors, extra cabin crew, pets in cabin etc. Promoted to Secretary for Reservations Manager. Did a course to qualify as Instructor/Trainer part time whilst working as Secretary. Qualified as Systems Developer and was sent to Sydney, Australia, to develop Systems Database for SAA Reservations.

Reason for Leaving: Did not enjoy Systems Development and wanted career opportunity

Education

 **Oct 1995** **Management Diploma**

**Diploma at Damelin College (Technikon)**

Management, and Industrial Relations

 **Dec 1988** **Part Ba Communications Degree**

**Professional Qualification at Rand Afrikaans University (University)**

Sociology Political Science Communications Statistics English Anthropology

 **Dec 1986** **Matric**

**Grade 12/Matric at Dr, E. G. Jansen (Secondary/High School)**

Afrikaans, English, Maths, Biology, History, German

Languages

 **Current**

Afrikaans–Read, Write, Speak

English–Read, Write, Speak

 **Previous**

German – Read, Speak (Last Used: 2000-12-01 )

Associations

 **–** IPSC