**Jerusha Naidoo**

**PERSONAL DETAILS**

**Id Number:** \*\*\*

**Contact Numbers:** 073 846 4649

**Residential Address:** \*\*\*

**Driver’s License:** Code 08

**E-Mail:** jeru\_n@yahoo.com

**EDUCATION**

 **Pinetown Girls’ High Schoo**l – Matric – 2004

 **UKZN (Howard College)** – Bachelor of Social Science (Management-HR and Media) - 2008

 **Varsity College** – Certificate in Bookkeeping and Financial Accounting – 2009

 **Ampath Trust** – Certificate in Meditech Training (Internal Network System) – 2008

 **Deloitte** – Certificate in Competency Based Interviewing – 2010

 **UNISA** – Currently Registered for B.Com Honours in Management – 2012

**EXPERIENCE**

**RSV PTY (JHB CBD) :** 19/05/2011 – Current

**Recruitment Co-Ordinator**

 Recruitment for permanent and contract staff

 Rate negotiations with brokers

 Responsible for broker contracts

 Daily liaison with CEO’s, COO’s, HOD’s, Project Principles, labour brokers

 and subsidiary companies to meet resource requirements

 Co-ordination process for new starters

 Initiating rate requests from labour brokers and liaising with executives for approval

 Preparing documentation for the compensation committee meeting

 Assist with co-ordination of exit interviews

 Complete relevant recruitment, transfer or promotion documentation

 Run internal advertisements and shortlist possible internal candidates

 Release vacancy to labour brokers once internal process is complete

 Compiling shortlist and interview packs for interviewers

 Arrange and conduct interviews with relevant line managers

 Verify references, credit checks, qualifications and criminal checks

 Negotiate offers with brokers

 Initiate requests and submit to Compensation Committee for approval

 Co-ordinate offices, parking and stationary for new starters

 Co-ordinate Induction for all new starters and secondments

 Routine new starter follow ups

 Co-ordinate redeployment programme, which assists employees seeking internal alternative

 employment opportunities

 Attend resource meetings

 Database of short listed candidates

 Database of EE and BBBEE compliant employee agencies

 Deal and resolve queries relating to recruitment and advertising

 Liaison and communication with designated recruitment agencies

 Produce relevant month end reports such as recruitment reports (new starters, promotions, transfers, rate increases, designation changes, internal movements and interview outcomes

Compile HR statistics on staff movement

 Other general ad hoc functions and administration

 Any ad hoc and reasonably lawful request by Management

**Special Duties:**

 Providing resignation and new starter information to the HR Systems Administrator and the

 Financial Manager

 Induction sessions for new staff

**Lancet Laboratories (Richmond) :** 01-03-2011 – 18/05/2011 – Career Development

**HR Support Consultant**

 Updating of new employee files

 Typing of contracts (change of remuneration)

 Responding to staff queries via HR assist

 Letters of employment / certificate of service for employees

**MEPC Consultants:** 01/12/2010 – 28/02/2011 – Perm position offered at Lancet

**Temp at Bucyrus (Marlboro)**

 Assisted with admin functions

 Assisted in the finance department

 Reconciliation of accounts utilising SAP System

**Ampath Trust (Smith Street)** : 01/09/2009 – 31/11/2010 – Resigned due to relocation to Gauteng

**HR Admin Officer**

 Perform Human Resource administrative tasks to ensure effective recruitment and record keeping.

 Assist the interview panel with conducting interviews as well as with the selection of successful candidates

 Co-ordinate interview administration as per RMS and assist with junior interviews.

 Assist with induction administration and preparation.

 Maintain good client relations to promote the image of Ampath.

 Updating of new employees on Accsys

**Ampath Trust (Netcare Medical Centre - Umhlanga)** : 01/12/2008 – 31/08/2008

**Branch Admin Officer (Contract – Offered Perm Position)**

 Logging, shipping, batching and scanning of lab specimens.

 Daily check on requisitions.

 Served as a relief for the North Coast Labs.

 Co-ordinated the flow of work at the depots and labs.

**Lancet Laboratories (Lorne Street)** : 01/07/2008 – 30/11/2008

**Personal Assistant (Contract work During my Degree)**

 Assistant to the Area Marketers

 Setting up of new doctors on the system

 Co-ordinated hospital lunches

 Creating stat reports for work in all areas of KZN

**Three-D Agencies (Springfield)** : 2004 - 2007

**Receptionist (Vacation Work)**

 General administrative duties

 Data capturing of stock during stock-take

 Filing of invoices

 Worked on Syspro

**REFERENCES**

**RSV PTY (CBD)**

 Karin Loock – HR Manager – 083 260 4834

**Ampath Trust (Smith Street)**

 Carol Hatton – General Regional Manager – 031 327 7588

**Ampath Trust (Umhlanga Lab)**

 Rob McConnachie – Area Manager - 082 653 0199

**Lancet Laboratory (Lorne Street & Auckland Park)**

 Shawn Parsons – HOD – 031 308 6500

**SKILLS**

 I have well developed computer skills (MS Word, Outlook, Excel and PowerPoint)

 Worked on the following Systems : **SAP, Syspro, Accsys, Unique and Scubed**

 I am able to read, write and speak English fluently

 I have professional telephone etiquette and professional persona

**COMPETENCIES**

 High level of attention to detail

 Good communication skills

 Problem solving ability

 Planning and organising skills

 Ability to work in a team

**MOTIVATION**

As a young and enthusiastic person, my interest lies in a career path that will suit my personality and capabilities and am eager to seize a challenging opportunity offered to me by your company. I am able to utilise my knowledge from life as well as from my education in any suitable potential employment position.

Approaching you with confidence I know that I have the dedication and responsibility that you are looking for and possess excellent communication skills.

Being a highly energetic and team spirited person I have the ability to meet deadlines under pressure and willing to consume any additional responsibilities. My goals in life are to achieve as much as I can and gain sufficient knowledge and experience as possible.

I am a hardworking and determined individual who perseveres to reach new heights in a company as well as in myself.