

Shireen

ROOCRUIT

Senior Recruiter

Location: Port Elizabeth, Eastern Cape, South Africa (Remote Ready)

Tools: MacBook Air, High-Speed UPS-Backed Connectivity, Professional Home Office

PROFESSIONAL SUMMARY

An accomplished Recruitment Specialist and Business Owner with over 20 years of experience across the corporate and recruitment sectors. I possess a deep understanding of the full recruitment lifecycle, having successfully managed high-priority placements within diverse industries including logistics, locomotive, and corporate services. A strategic partner to hiring managers, I excel at identifying top-tier talent, optimizing onboarding processes, and leveraging modern AI and digital tools to drive business growth.

KEY SKILLS

- End-to-End Recruitment Lifecycle
- Strategic Talent Sourcing (LinkedIn, Pnet, Indeed)
- Executive Search & Headhunting
- Candidate Assessment & Competency Interviewing
- Offer Negotiation & Contract Management
- Employer Branding & Social Media Marketing
- Relationship & Stakeholder Management
- Operational Compliance (Labor Laws/POPI)
- Advanced CRM & Recruitment Tech
- MS Office Suite & Modern Collaboration (Teams/Zoom)

PROFESSIONAL EXPERIENCE

Director / Senior Recruiter

Dec 2019 – Present

Specialist Recruitment Agency

- Founded and scaled a successful recruitment consultancy servicing international and local clients.

- Acted as a strategic partner for high-priority or complex roles, managing the total candidate journey from sourcing to onboarding.
- Defined agency mission and long-term goals, including market segmentation and innovative client acquisition strategies.
- Developed and executed proactive sourcing strategies to attract passive talent via social media and professional networks.
- Facilitated thorough candidate assessments to evaluate cultural fit and long-term potential.
- Maintained high-level relationships with external stakeholders, ensuring recruitment compliance with regional labor laws.

Senior Recruiter

Feb 2017 – Aug 2019

Leading Regional Recruitment Firm

- Managed full-desk recruitment for a diverse portfolio of corporate clients.
- Coordinated between candidates and hiring managers to streamline the interview and placement process.
- Met and exceeded monthly placement targets through aggressive talent mapping and networking.

Operations & Security Management

Jan 2014 – Oct 2016

Private Security Services Provider

- Managed operational workflows and business administration for an established security firm.

Executive Personal Assistant to Regional GM

Aug 2005 – Nov 2013

Leading National Retail Group

- Provided high-level executive support to the Regional General Manager at the Corporate Head Office.
- Coordinated complex schedules, stakeholder communications, and high-level reporting.

Executive Personal Assistant to MD

Jan 2002 – July 2005

Leading Optical Retail Group

- Supported the Managing Director in a fast-paced retail head office environment.

EDUCATION

National Diploma: Executive Personal Assistant

Corporate Academy In-house Training | 2008

Senior Certificate (Matric)

Linkside High School, Port Elizabeth | 1994

LANGUAGES

- English (Fluent)
 - Afrikaans (Professional)
 - Xhosa (Conversational)
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