

ZANDILE

RooCruit

Specialist Recruitment Professional

Johannesburg, South Africa

PROFESSIONAL SUMMARY

Specialist recruitment professional with over six years of experience across a wide range of industries including IT, Finance, Pharmaceuticals, Sales & Marketing, FMCG, and Consulting. Proven track record in managing the full recruitment lifecycle, from proactive sourcing and headhunting to final salary negotiations. Adept at identifying new business opportunities and fostering high-level client relationships in the human capital space.

KEY SKILLS

- Full-Cycle Recruitment & Sourcing
- New Business Development
- Executive Headhunting
- Client Relationship Management
- Candidate Portfolio Management
- Salary Negotiations & Fee Structures
- Strategic Job Profiling
- Interviewing (F2F & Virtual)
- SaaS & Professional Services Specialist
- High-Level Interpersonal Communication

PROFESSIONAL EXPERIENCE

Specialist Recruitment Operations Agency

May 2025 – Present

New Business Developer – Freelancer (Remote)

- Identify and seek out new business opportunities to build a robust pipeline of potential clients.
- Promote top-tier candidates to prospective international and local clients by showcasing specialized skill sets and suitability.
- Negotiate recruitment fees and service terms, balancing client satisfaction with company profitability.
- Source and qualify new job orders by assessing urgency and commitment levels to minimize time-to-hire.
- Represent the organization in all communications, upholding high standards of professional reputation and brand value.
- Submit detailed weekly sales reports regarding client responses, progress, and market insights.

Boutique Recruitment & Management Consultancy

May 2018 – December 2024

Recruitment Consultant

- Collaborated with hiring managers to identify headcount needs and understand company culture and industry environments.
- Managed the full recruitment function including advertising (LinkedIn, PNET, Career Junction), sourcing, screening, and shortlisting.
- Executed headhunting strategies to identify and reach exclusive talent via social media and professional networks.
- Conducted face-to-face and virtual interviews via Zoom and Microsoft Teams.
- Managed salary negotiations and conducted comprehensive reference checks for final selections.
- Handled professional administrative responsibilities including client reception, call screening, and electronic schedule management.

EDUCATION

IIE Rosebank College

2017

Business Management

CORE COMPETENCIES

- Assertive & Professional Communication
 - Excellent Telephone Etiquette
 - Highly Adaptable & Reliable
 - Strategic Interpersonal Skills
 - Computer Literate (MS Office Suite)
 - Intergrity-Driven Work Ethic
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RooCruit – Connecting South African Talent with Global Opportunities