

Curriculum Vitae of Luvuyo Nomoyi

The Talent Boom

Creative Recruiter Creative Recruiter

Full-time the Talent Boom · Full-time

Sep 2021 - Present · 1 yr. 6 months Sep 2021 - Present · 1 yr. 6 months

Remote

Develop and implement effective recruiting strategies that attract and retain qualified candidates.

Collaborate with hiring managers to identify staffing needs and develop job descriptions and selection criteria.

Source and identify potential candidates through various channels, including job boards, social media, networking events, and employee referrals.

Screen resumes and applications to identify qualified candidates.

Conduct initial phone and in-person interviews to assess candidate qualifications and fit.

Manage the interview process and coordinate with hiring managers and other stakeholders to ensure a positive candidate experience.

Conduct reference and background checks.

Extend job offers and negotiate salary and benefits packages.

Maintain accurate and up-to-date candidate and hiring data in the applicant tracking system.

Participate in career fairs and other recruiting events.

Build and maintain relationships with external recruiting agencies and vendors.

Monitor and report on recruiting metrics, including time-to-fill and cost-per-hire.

Provide guidance and support to hiring managers and other stakeholders on recruiting best practices and compliance with legal and regulatory requirements Develop and implement effective recruiting strategies that attract and retain qualified candidates Collaborate with hiring managers to identify staffing needs and develop job descriptions and selection criteria Source and identify potential candidates through various channels, including job boards, social media, networking events, and employee referrals Screen resumes and applications to identify qualified candidates Conduct initial phone and in-person interviews to assess candidate qualifications and fit Manage the interview process and coordinate with hiring managers and other stakeholders to ensure a positive candidate experience Conduct reference and background checks Extend job offers and negotiate salary and benefits packages Maintain accurate and up-to-date candidate and hiring data in the applicant tracking system Participate in career fairs and other recruiting events Build and maintain relationships with external recruiting agencies and vendors Monitor and report on recruiting metrics, including time-to-fill and cost-per-hire Provide guidance and support to hiring managers and other stakeholders on recruiting best practices and compliance with legal and regulatory

requirements Skills: Microsoft Excel · Management · Leadership · Sales Skills: Microsoft Excel · Management · Leadership · Sales

Talent Magnet | Digital Recruitment

Talent Acquisition Specialist Talent Acquisition Specialist

Talent Magnet | Digital Recruitment · Full-time Talent Magnet | Digital Recruitment · Full-time

May 2019 - Aug 2021 · 2 yrs. 4 months May 2019 - Aug 2021 · 2 yrs. 4 months

City of Johannesburg, Gauteng, South Africa · Hybrid City of Johannesburg, Gauteng, South Africa · Hybrid

GENERAL ROLE DELIVERABLES:

Partnering with hiring managers to determine staffing needs.

Screening resumes

Performing in-person and phone interviews with candidates

Administering appropriate company assessments

Performing reference and background checks

Making recommendations to hiring managers

Coordinating interviews with the hiring managers

Following up on the interview process status

Completing timely reports on employment activity

Conducting exit interviews on terminating employees GENERAL ROLE DELIVERABLES: Partnering with hiring managers to determine staffing needs Screening resumes Performing in-person and phone interviews with candidates Administering appropriate company assessments Performing reference and background checks Making recommendations to hiring managers Coordinating interviews with the hiring managers Following up on the interview process status Completing timely reports on employment activity Conducting exit interviews on terminating employees

Skills: English · Sales · Business Development · Recruiting Skills: English · Sales · Business Development · Recruiting

Afrizan People Intelligence

Senior Recruitment Specialist Senior Recruitment Specialist

Afrizan Personnel African Personnel

Jan 2013 - Jan 2019 · 6 yrs. 1 month Jan 2013 - Jan 2019 · 6 yrs. 1 month

Johannesburg Area, South Africa · On-site Johannesburg Area, South Africa · On-site

GENERAL ROLE DELIVERABLES:

Partnering with hiring managers to determine staffing needs.

Screening resumes

Performing in-person and phone interviews with candidates

Administering appropriate company assessments

Performing reference and background checks

Making recommendations to hiring managers

Coordinating interviews with the hiring managers

Following up on the interview process status

Completing timely reports on employment activity

Conducting exit interviews on terminating employees

Building a talent pipeline through proactive sourcing and networking

Developing and implementing recruitment strategies and initiatives

Managing relationships with external recruitment agencies and vendors

Providing guidance and support to hiring managers on recruitment-related matters

GENERAL ROLE DELIVERABLES: Partnering with hiring managers to determine staffing needs

Screening resumes

Performing in-person and phone interviews with candidates

Administering appropriate company assessments

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Skills: English · Negotiation · Sales · Business Development

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Old Mutual South Africa

Personal Financial Advisor Personal Financial Adviser

Old Mutual South Africa Old Mutual South Africa

Jan 2013 - Apr 2015 · 2 yrs. 4 months Jan 2013 - Apr 2015 · 2 yrs. 4 months

Johannesburg Area, South Africa · On-site Johannesburg Area, South Africa · On-site

As a highly experienced Personal Financial Adviser at Old Mutual South Africa, I have spent over 2 years assisting clients in assessing their needs, profiles, and affordability, providing them with comprehensive financial advice and guidance on a range of products.

My expertise in Risk Benefits, Life Cover, Investments, Retirement planning, Education planning, and Short-term insurance has helped me offer clients personalized and effective financial solutions that meet their unique needs.

Throughout my tenure, I have maintained a proven track record of building and maintaining strong client relationships while consistently meeting and exceeding sales targets. My exceptional ability to communicate effectively, both verbally and in writing, has helped me deliver presentations and proposals that are persuasive and professional.

As a skilled financial advisor, I can analyse financial data, conduct research, and make informed decisions. I am also highly proficient in the use of financial software, making it easy for me to track client information and provide up-to-date recommendations.

If you're looking for a dedicated and results-driven financial advisor with a proven track record of success, then look no further. I'm ready to bring my skills, experience, and passion for helping clients to the Old Mutual South Africa team. As a highly experienced Personal Financial Adviser at Old Mutual South Africa, I have spent over 2 years assisting clients in assessing their needs, profiles, and affordability, providing them with comprehensive financial advice and guidance on a range of products. My expertise in Risk Benefits, Life Cover, Investments, Retirement planning, Education planning, and Short-term insurance has helped me offer clients personalized and effective financial solutions that meet their unique needs. Throughout my tenure, I have maintained a proven track record of building and maintaining strong client relationships while consistently meeting and exceeding sales targets. My exceptional ability to communicate effectively, both verbally and in writing, has helped me deliver presentations and proposals that are persuasive and professional. As a skilled financial advisor, I can analyse financial data, conduct research, and make informed decisions. I am also highly proficient in the use of financial software, making it easy for me to track client information and provide up-to-date recommendations. If you're looking for a dedicated and results-driven financial advisor with a proven track record of success, then look no further. I'm ready to bring my skills, experience, and passion for helping clients to the Old Mutual South Africa team.

Regenesys Business School

Business Development Executive Business Development Executive

Regenesys · Full-time Regenesys · Full-time

Sep 2010 - Nov 2012 · 2 yrs. 3 months Sep 2010 - Nov 2012 · 2 yrs. 3 months

Johannesburg Area, South Africa Johannesburg Area, South Africa

Marketing and sales of company educational material

Professionally and effectively employ sales skills to exceed targeted sales.

Deep understanding of educational opportunities and ability to match to client requirements.

Sourcing and presenting to potential clients (individuals, private and public sector)

Signing on and on boarding of clients, including all administrative requirements

Identifying ideas by researching industry and related events, publications and announcements

Heading up the expansion in new markets as well as continued expansion with existing clients

Building relationships with current clients to increase client spend.

Drive peak performance and sales success.

Implementing strategies for meeting sales performance targets

Liaise with other management to actively promote sales opportunities, exchange information and increase professionalism.

Feedback to executive management related to the product content and pricing as well as company value proposition Marketing and sales of company educational material Professionally and effectively employ sales skills to exceed targeted sales Deep understanding of educational opportunities and ability to match to client requirements Sourcing and presenting to potential clients (individuals, private and public sector) Signing on and on boarding of clients, including all administrative requirements Identifying ideas by researching industry and related events, publications and announcements Heading up the expansion in new markets as well as continued expansion with existing clients Building relationships with current clients to increase client spend Drive peak performance and sales success Implementing strategies for meeting sales performance targets Liaise with other management to actively promote sales opportunities, exchange information and increase professionalism Feedback to executive management related to the product content and pricing as well as company value proposition

Aegis Global (British Gas)

Sales Team Lead Sales Team Lead

Aegis Global · Full-time Aegis Global · Full-time

Jan 2009 - Aug 2010 · 1 yr. 8 months Jan 2009 - Aug 2010 · 1 yr. 8 months

Johannesburg Area, South Africa Johannesburg Area, South Africa

Inbound call centre team management

Supervise the activities and work volume of call centre customer services representatives.

Ensuring customer service standards are continuously maintained.

Setting and monitoring team performance targets

Improving performance by continuously analysing staff

Provide on-the-job training to staff and team.

Participating in and reporting at management meetings

Intervene when necessary to aid the team in resolving issues.

Facilitate sales and marketing on-the- job training for the team.

Liaise with other team leaders to ensure a consistent approach to management Inbound call centre team management Supervise the activities and work volume of call centre customer services representatives Ensuring customer service standards are continuously maintained Setting and

monitoring team performance targets Improving performance by continuously analysing staff
Provide on-the-job training to staff and team Participating in and reporting at management meetings
Intervene when necessary to aid the team in resolving issues Facilitate sales and marketing on-the-
job training for the team Liaise with other team leaders to ensure a consistent approach to
management

Procurement Manager Procurement Manager

South African Police Service (SAPS) – Training Division. South African Police Service (SAPS) – Training Division.

Procurement Manager Procurement Manager:

Jan 2007 - Mar 2009 · 2 yrs. 3 months Jan 2007 - Mar 2009 · 2 yrs. 3 months

Pretoria Area, South Africa Pretoria Area, South Africa

National procurement management for the SAPS training academies

Ensure that requisition is in accordance with departmental supply chain management policy and legislation's, e.g., informal quotations, formal quotations as well as bids, PFMA, government procurement policies and BBEEE Act.

Ensure that tender rules are implemented and adhered to by tenderer s and employees.

Understand business requirements and documentation requirements.

Conduct supplier assessments prior to awarding contracts, including BBBEE verification.

Provide a written analysis of the submission, and reasons why it is qualified or disqualified.

Process documentation for payment of goods and services supplied for payment by Finance Unit.

National procurement management for the SAPS training academies Ensure that requisition is in accordance with departmental supply chain management policy and legislation's, e.g. informal quotations, formal quotations as well as bids, PFMA, government procurement policies and BBEEE Act. Ensure that tender rules are implemented and adhered to by tenderer s and employees.

Understand business requirements and documentation requirements Conduct supplier assessments prior to awarding contracts, including BBBEE verification Provide a written analysis of the submission, and reasons why it is qualified or disqualified Process documentation for payment of goods and services supplied for payment by Finance Unit.

Assupol Life

Sales Representative Sales Representative

Assupol Life Assupol Life

Jan 2004 - Jan 2007 · 3 yrs. 1 months Jan 2004 - Jan 2007 · 3 yrs. 1 months

Pretoria Area, South Africa Pretoria Area, South Africa

Source new sales opportunities through inbound lead follow-up and outbound cold calls and emails

Presentations to existing and prospective customers

Understand customer needs and requirements.

Close sales and achieve monthly targets.

Maintain and expand database of potential clients.

Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.

Evaluate customer needs and advise on a suitable policy based on requirements.

Explain policy terms and conditions to clients.

Ensure all policy requirements, including medical exams and completion of necessary forms, are fulfilled.

Calculate premiums and establish payment methods.

Understanding of and articulation of policy features, advantages and benefits

Perform administrative tasks such as maintaining records and handling policy renewals.

Develop clear and effective written proposals/quotations for current and prospective clients Source new sales opportunities through inbound lead follow-up and outbound cold calls and emails Presentations to existing and prospective customers Understand customer needs and requirements Close sales and achieve monthly targets Maintain and expand database of potential clients Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts Evaluate customer needs and advise on a suitable policy based on requirements Explain policy terms and conditions to clients Ensure all policy requirements, including medical exams and completion of necessary forms, are fulfilled Calculate premiums and establish payment methods Understanding of and articulation of policy features, advantages and benefits Perform administrative tasks such as maintaining records and handling policy renewals Develop clear and effective written proposals/quotations for current and prospective clients.

South African Police Service (SAPS)

Accounts Clerk Accounts Clerk

South African Police Service (SAPS) · Full-time South African Police Service (SAPS) · Full-time

Jan 2002 - Jan 2005 · 3 yrs. 1 month Jan 2002 - Jan 2005 · 3 yrs. 1 month

South African Police Services (SAPS) – VIP Protection Services Pretoria South African Police Services (SAPS) – VIP Protection Services Pretoria

Dealing with invoices, receipts and payments

Verification of supplier information and feasibility (3 quotation procurement assessment)

Arranging purchase orders

Managing claims for expenses

Completing VAT returns

Reconciling bank statements by comparing with general ledger

Maintaining accurate records using computerized accounting systems

Helping to prepare annual accounts.

Maintaining and keeping client information confidential

References upon Request.