



PROFILE

I am a dynamic and hardworking young professional with a consistent drive for excellence. My enthusiastic, pleasant, and engaging personality enables me to connect easily with others. I am flexible and adapt effortlessly to new situations, bringing an influential, friendly, and persuasive approach to every challenge. My passion for my work fuels my initiative and innovative thinking, which I leverage to enhance the organizations I work with.

I am known for my professionalism and strong sense of urgency, which inspires my colleagues to appreciate my enthusiasm and diplomatic mannerisms. Throughout my career, I have had the privilege of working with various organizations, gaining valuable experience in professional interaction and appreciating the individuality and values of those around me. These experiences have significantly contributed to my personal and professional growth, shaping my character in a profound and positive way.

SAMANTHA NAIDOO

EDUCATION

The TEFL Academy
TEFL Level 3 Certificate
2024

University of South Africa (UNISA)
BCom (Hons) Industrial and Organizational Psychology
Cum Laude 2023 (Complete)

University of South Africa (UNISA)
BCom Industrial and Organizational Psychology
2015 – 2019 (Complete)

University of Pretoria
Bachelor of Medicine
2012 – 2014 (Incomplete)

University of Stellenbosch
BSc Human Life Sciences
2009 – 2010 (Incomplete)

Empangeni High School, Empangeni, KZN
Grade 12

2008
English, Afrikaans, Maths, Biology, Physics, Visual Art and Life Orientation

WORK EXPERIENCE

Company: The Christian School
Period: August 2023 - Current
Position: Teacher_ Part time Grade 1-3

My position entails-

Lesson Planning and Delivery:

- Develop and implement engaging lesson plans that align with curriculum standards.
- Utilize a variety of instructional strategies to accommodate different learning styles.
- Integrate Christian values and teachings into the curriculum.

Classroom Management:

- Establish and maintain a positive and inclusive classroom environment.

CONTACT

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SKILLS

Relationship Management

Sales

HR Systems and Implementation

Business Analysis

Employee Relations

HRIS Technology

Finance

Training & Development

Performance Management

Organisational Development

HR Policies & Procedures

- Implement effective behaviour management strategies to promote a safe and respectful learning atmosphere.
- Foster students' social and emotional development.

Student Assessment and Reporting:

- Assess students' academic progress through various formative and summative assessments.
- Provide timely and constructive feedback to students and parents.
- Maintain accurate and comprehensive student records.

Communication and Collaboration:

- Communicate regularly with parents and guardians regarding student progress and concerns.
- Collaborate with colleagues and school administration to support student learning and school initiatives.
- Participate in staff meetings, professional development, and school events.

Instructional Support:

- Provide additional support to students who need extra help in understanding concepts.
- Adapt instructional materials to meet the diverse needs of students.
- Use technology and other resources to enhance learning experiences.

Classroom Environment:

- Organize and maintain a clean, inviting, and resource-rich classroom.
- Ensure that classroom materials and equipment are used safely and effectively.
- Create displays and bulletin boards to showcase students' work and reinforce learning concepts.

Professional Development:

- Engage in ongoing professional development to stay current with educational best practices.
- Reflect on teaching practices and seek feedback for continuous improvement.
- Participate in school-sponsored training and workshops.

Faith Integration:

- Incorporate Christian principles and biblical teachings into daily lessons and activities.
- Encourage students to develop a personal relationship with God and live out their faith.
- Lead and participate in school-wide religious activities, such as chapel services and prayer sessions.

Company: Career Lab

Period: August 2022 - Current

Position: Managing Director

My position entails-

Strategic Leadership:

- Develop and execute the company's strategic plan to achieve growth and profitability goals.

- Identify new business opportunities and markets to expand Career Lab's footprint.
- Foster a culture of innovation and continuous improvement within the organization.

Operational Management:

- Oversee the day-to-day operations of the company, ensuring efficient processes and high service quality.
- Implement and maintain best practices in recruitment and HR consulting services.
- Monitor key performance indicators (KPIs) and adjust strategies as needed to meet business objectives.

Client Relations:

- Build and maintain strong relationships with key clients and stakeholders.
- Ensure the delivery of exceptional customer service and client satisfaction.
- Develop tailored solutions to meet clients' recruitment and HR needs.

Team Leadership:

- Lead, mentor, and motivate a high-performing team of recruitment and HR professionals.
- Foster a collaborative and inclusive work environment.
- Provide ongoing training and development opportunities for team members.

Financial Management:

- Manage the company's financial performance, including budgeting, forecasting, and financial reporting.
- Optimize resource allocation and ensure cost-effective operations.
- Identify and implement strategies to drive revenue growth and profitability.

Marketing and Branding:

- Enhance Career Lab's brand presence through targeted marketing and public relations efforts.
- Represent the company at industry events, conferences, and networking opportunities.
- Develop and execute marketing campaigns to attract new clients and candidates.

Compliance and Risk Management:

- Ensure the company complies with all relevant employment laws and regulations.
- Develop and implement policies and procedures to mitigate risks.
- Monitor industry trends and adjust business practices accordingly.

Placements consisting of the following:

- **Software Developers: C#.Net, Java, PHP, SQL, BI, Front-end and Backend, Windows, and web, Mobile (IOS, android)**
- **Business Analyst & BI's**
- **Chief Technology Officers**
- **Project managers & Agile/ Scrum Master**

- **Infrastructure Managers**
- **Testers / QA specialists**
- **Technicians**
- **Network engineers**
- **Database Administrators**
- **Desktop Support**
- **IT analysts**

Company: Gloei

Period: August 2021 – August 2022

Position: Head of Recruitment (also specialized in IT Recruitment)

My position entailed-

Develop Recruitment Strategies:

- Design and implement effective recruitment strategies to meet the company's staffing needs.
- Ensure alignment of recruitment strategies with business goals and objectives.
- Develop and maintain a recruitment marketing plan to promote [Company Name] as an employer of choice.

Manage Recruitment Team:

- Lead, mentor, and develop a high-performing recruitment team.
- Set performance objectives and provide regular feedback to team members.
- Foster a collaborative and results-driven team environment.

Oversee Recruitment Processes:

- Manage the end-to-end recruitment process, ensuring a positive candidate experience.
- Develop and implement standardized recruitment processes and best practices.
- Utilize data and metrics to monitor and improve recruitment efficiency and effectiveness.

Talent Sourcing:

- Identify and implement effective sourcing strategies to attract a diverse pool of qualified candidates.
- Build and maintain relationships with external recruitment agencies, job boards, and other talent sources.
- Leverage social media, industry networks, and employee referrals to source candidates.

Stakeholder Management:

- Collaborate with hiring managers to understand their staffing needs and provide expert guidance on recruitment strategies.
- Communicate regularly with senior leadership on recruitment progress and challenges.
- Ensure a seamless collaboration between recruitment and other HR functions.

Compliance and Reporting:

- Ensure all recruitment activities comply with relevant employment laws and regulations.

- Prepare and present regular reports on recruitment metrics, trends, and outcomes.
- Maintain accurate and up-to-date recruitment records.

Employer Branding:

- Enhance the company's employer brand through targeted recruitment marketing and branding initiatives.
- Represent [Company Name] at industry events, job fairs, and networking opportunities.

Placements consisting of the following:

- **Software Developers: C#.Net, Java, PHP, SQL, BI, Front-end and Backend, Windows, and web, Mobile (IOS, android)**
- **Business Analyst & BI's**
- **Chief Technology Officers**
- **Project managers & Agile/ Scrum Master**
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- **Technicians**
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Company: SA Business School

Period: April 2020- Current

Position: Content Developer

My position entails-

- Development of Course Outlines for Quality Management
- Knowledge transfer to Business Trainers
- Create and analyse course curriculum
- Design and Develop training presentations
- Creation and development of group activity of mapping visuals
- Development of various experiential learning methods
- Design and Development of various eLearning modules

Development of Quality Management Courses:

- Business Administration

Company: Evritek

Period: April 2020- Current

Position: HR Specialist

My position entails-

- Payroll, operations, and performance including data analysis to drive insights and performance resolutions- ensuring accurate reporting on performance in alignment with global process and customer needs
- Manages the interface with the 3rd party payroll vendor
- Responsible for implementing HR Services Quality Assurance and Audit compliance for respective service and responsible

for communicating QA guidelines to Payroll staff. Coordinates payroll audit requests

- Partner with other Domain Managers, Relationship Managers and Delivery Teams to implement changes as per Clients requirements
- Perform full spectrum of HR functions including but not limited to Recruitment
- Implementation of HR policies, practices, and processes at country level
- Responsible for recruitment and selection to ensure vacant positions are timely filled in accordance with the business operation needs
- Orient, educate and train fresh employees, acquaint them with their specific responsibilities, communicate in clear terms what is expected from them, and introduce them to the institution's vision and mission statement
- Conduct assessment and evaluation on a continuous basis regarding the performance of the staff

Company: RecruitTech

Period: August 2019- March 2020

Position: Specialist Consultant IT & Telecoms

My position entailed-

- Strategic Consulting, which includes business planning & new business development
 - Client Consulting, which includes proposals on job specification, searching and specialised skills and talent, this is always tailor made to Clients' specific and unique requirements
- Candidate Consulting and interviewing, which includes career advice using a specific methodology which allows the candidate to be placed in the right career long term
- Workforce planning strategies at various clients
- Develop and maintain strong working relationships with vendors and organisations
- Develop and maintain a network of contacts to help identify and source qualified candidates
- Leverage online recruiting resources and in-house system to identify and recruit the very best candidates
- Interview candidates through competency-based questioning techniques
- Performs detailed reference checking and/or reference analysis on selected candidates
- Manage and coordinate all communication with candidates and clients
- Organizes, leads and documents post-interview and debrief/feedback after the interview – candidate and client extend offers of employment to selected candidate

- Headhunting - identifying and approaching suitable candidates
- Providing resume, interview and career advice to candidates
- Maintaining market and commercial awareness through research and networking
- Developing and managing ongoing client relationships - both on the phone and face to face
- Providing market knowledge and advice to clients and employers
- Meet with existing clients to identify recruitment needs, understand the business drivers, and plan an exhaustive sourcing strategy
- Provide ongoing market intelligence
- Conduct candidate interviews to screen and assess candidate's suitability
- Present shortlist of candidates and manage recruitment process end-to-end to deliver on clients' needs

Company: Isisekelo

Period: January 2019- July 2019

Position: Specialist Consultant IT & Telecoms

Isisekelo Recruitment is a boutique style agency. We specialize in various industries, such as Engineering, IT, Accounting, Supply Chain Management and Executive Placements.

My position entailed-

- Sourcing suitable candidates for clients i.e. Supply chain, Finance, IT and Marketing
- Management of clients
- Using KPI templates to monitor performances and success rate with clients
- Conducts head hunting and uses various social media networks such as Facebook etc. to source scarce skills
- Developing sourcing methods to find the best drivers of talent by leveraging multiple channels, including but not limited to social channels, networking, direct sourcing, internet recruiting, advertising, candidate referrals
- Building and maintain a talent pipeline
- Proactive sourcing
- Building Brand Management of Key Account Client's in the market by promoting the business to create a positive brand image
- Liaises with Key Stakeholders in the business
- Providing Clients with Market Research on positions, how the brand is fairing against competitors, market related salary research
- Marketing of new talent to various organizations

- Qualification, credit, Criminal and previous employer checks
- Co-ordination of interview dates and times
- Declining all the candidates that did not meet the client's specifications
- Sourcing new business opportunities for the company/ Cold calling
- Conducting research on companies identified as potential clients
- Placing of job advertisements online via job portals
- Preparing curriculum vitae for submission to clients
- Successful candidate is notified and offered the position
- Salary negotiations on behalf of applicants or clients
- Conducting reference checks on short listed candidates
- Ensure that interviews are diarized and followed up

Company: DAV – Adcorp

Position: Specialist Consultant IT & Telecoms

Period: March 2018 – December 2018

Reason for leaving: relocation to KZN

DAV is a division of Adcorp Holdings Limited, which is the largest human capital group in Africa and offers expert employment solutions, which includes Specialist Recruitment, Training and Assessments.

I am grateful that I have had the opportunity to assist companies, by developing their teams with the top talent in the industry! I believe in understanding the strategy behind the mastermind and utilizing the talent! I am all about helping you find a career that will allow you to embrace your strengths and talents!

My position entailed-

- Strategic Consulting, which includes business planning & new business development
 - Client Consulting, which includes proposals on job specification, searching and specialised skills and talent, this is always tailor made to Clients' specific and unique requirements
- Candidate Consulting and interviewing, which includes career advice using a specific methodology which allows the candidate to be placed in the right career long term
- Workforce planning strategies at various clients
- Develop and maintain strong working relationships with vendors and organisations
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- Present shortlist of candidates and manage recruitment process end-to-end to deliver on clients' needs

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- **Testers / QA specialists**
- **Technicians**
- **Network engineers**
- **Database Administrators**
- **Desktop Support**
- **IT analysts**

Target R70 000 pm

Target achieved 441% in 2 months

WORK EXPERIENCE

Company: NBS Recruitment

Position: Strategic Business Consultant

Period: August 2017- March 2018

My position entailed

- Workforce planning strategies at various clients
- Develop and maintain strong working relationships with vendors and organisations
- Develop and maintain a network of contacts to help identify and source qualified candidates
- Leverage online recruiting resources and in-house system to identify and recruit the very best candidates
- Interview candidates through competency-based questioning techniques
- Performs detailed reference checking and/or reference analysis on selected candidates
- Manage and coordinate all communication with candidates and clients
- Organizes, leads, and documents post-interview and debrief/feedback after the interview – candidate and client extend offers of employment to selected candidate
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Target R70 000pm- R840000 pa

Target achieved – R1 000 000

Company: FairTrade Solutions (FTSol)

Position: ADH Auditor and Logistics Analyst

Period: 1 June 2015 to June 2017

Reason for Leaving: Career growth

- Conduct and coordinate monthly stock counts for all Clients (MTN, Samsung, Glocell, Callsure, Phonetrader)
- Reconcile stock and forward findings of the stock reconciliations to the relevant divisions
- Adjust stock records according to relevant changes in stock

- Maintain the damaged stock control documentation and ensure that all stock write-offs are adequately supported and authorised and balance to the GL
- New Products – ensure that new product take on forms are completed correctly and uploaded on the system correctly
- Review for reasonability after product form is loaded
- Ensure adherence to any legislation with regards to logistics
- Ensure that consignment stock procedures are followed
- Damages – ensure that damaged/old stock is disposed of correctly
- Stock – Costing and Accounting
- Ensure that all stock receipted into the stock ledger is correctly recorded
- Balance stock ledger to GL monthly

COSTING:

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- Verify documentation and charges e.g. duty, freight, all other charges from agents
- Stock Calculation and schedules done on imported items and given through to factory
- DCC Schedule completed and monitored in terms of the Textile Clothing industry

CLAIMS:

- Liaise with the Factory Manager regarding all quality claims against suppliers making sure that all due monies are recovered
- Booking of orders and order confirmation with suppliers, including the required shipping dates and Shipping

TERMS:

- Approval of orders, authorization and dealing with all amendments to purchase orders
 - Receipt of pro-forma invoices, overseeing the loading of all orders on the system
 - Receiving of shipping documents such as packing lists, invoices, certificates etc. from suppliers
 - Check all tariffs as per the harmonized system
 - Check overseas Invoices and follow up with various Courier companies
-