



Do you require energetic, top quality, professional staff?

Our contact details

Email. info@profcvzone.co.za
Web. www.profcvzone.co.za

P.O. Box 35936
Menlo Park, 0102
Pretoria, South Africa

Consultant: Carel Botha
Tel. 012 344 3372
Fax. 086 619 7909
Email. carel@profcvzone.co.za

Consultant: Nancy Motopa
Tel. 012 344 4251
Fax. 086 519 1310
Email. nancy@profcvzone.co.za

Student / Trainee:
Email.



Interns: interns@profcvzone.co.za

Disabled: info@cbfoundation.net

Members: CC Botha : MN Motopa : ML Teffo

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Professional CV Zone can meet all your staffing requirements. At professional CV Zone we are committed to supplying excellent people that will enhance your company's service offering.

We work together with our client to establish their needs. This enables us to offer the most appropriate recruitment, screening and selection procedures possible. This worthy exercise is standard practice for both permanent and temporary positions. The aim is to find the best candidate for you. Our recruitment procedures follow a fair and non-discriminatory selection process where key requirements are carefully assessed in terms of performance, qualifications, skills, proficiency and competence.

Our aim is to place and source professionals, who will make significant contributions to the success of your business. Currently our candidate database



exceeds 2300 professionals and we do have the cream of the crop in administrative skills and qualified people.

Our business is passionate about people – Our people are passionate about business

Our HR Solutions are flexible as opposed to other "HR Solutions" which are generic in nature. **Professional CV Zone** provides customized service oriented and quality management staffing solutions in various key industries.

We cater for entry level to senior management recruitment of permanent and temporary personnel in various fields such as: **administration • banking • insurance • engineering •**

industrial • technical • information technology • project management • retail and textile • call center • promotions • hospitality • sales and marketing.

Services:

- Provision of staff across all categories
- Executive search [Head hunting]
- Staff Outsourcing
- Permanent recruitment
- Labour broking
- Reference checks
- Credit checks
- Criminal checks
- Qualification checks
- Interviewing and screening
- Curriculum vitae writing

Foundation for People Living with Disabilities:

- Sourcing and recruitment
- Reference checks
- Credit checks
- Criminal checks
- Qualification checks
- Training & placement

The Recruitment Process:

- Job spec from employer
- Sources candidates
- Screen
- Interviews
- Assess
- References
- Verify
- Short listing
- Selection
- Client interview
- Guarantees



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Our rates are constantly reviewed in order for us to offer the best value to you as a business manager or owner.

Our clients – we do attract cutting edge companies as clients with

ethical business principles, focusing on technology driven industries and sourcing highly skilled people with like-minded values, thus ensuring sustainable profitability and value to all stakeholders.

Our footprint – Potential candidates are not limited to a certain geographical area of South Africa as our services can be provided on a global scale via the Internet, which holds no boundaries.



We provide a professional cost effective service

Professional CV Zone wants to develop a long-term relationship with our clients and progress together. Emphasis is on cost saving measures and professional service levels. We are confident that we can assist you in making your recruitment process, cost effective and hassle free.

Demographics – Most of our candidates are Qualified Professionals living in well-developed urban areas in major cities around the world. Candidates who contact us for placements are between 25 – 65 years of age. Candidates who contact us for our CV writing

services are from all walks of society and ages vary from 18 – 65 years old.

Technology – The increasing use of new technology, such as new machinery and the Internet for information gathering and advertising does provide us with many more opportunities to expand our facilities and services in South Africa and abroad.

Our website – www.profvcvzone.co.za is a tool that transcends boundaries linking **employers, job seekers** and various **personnel agencies** from across the globe.

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Professional CV Zone can shape your future. We have a large database of employers wanting highly motivated staff with various levels of training and experience. We provide you with face-to-face expert advice. You can get your CV professionally drafted using the latest scientifically formulated guidelines.

We cater for entry level to senior management recruitment of permanent and temporary personnel in various fields such as:

- Administration
- Banking
- Insurance
- Engineering
- Industrial
- Technical
- Information technology
- Project management
- Retail
- Textile
- Call center
- Promotions
- Hospitality
- Sales and marketing

Are you looking for an exciting new career?

Register today for FREE by sending us your CV. It's that simple.

No more sitting at your computer wasting hours capturing personal information. **We do it for you!**

No person is too small to benefit from sound professional advice and friendly assistance. We will give you insight into the Human Resources environment & make you aware of all the pitfalls to market yourself more effectively.

We aim to find the best candidate possible. Our recruitment procedures follow a fair and non-discriminatory selection process. Key requirements are carefully assessed in terms of performance, qualifications, skills,

proficiency and competence.

Our aim is to place and source professionals who can make significant contributions to the success of any business.

We are different!

At **Professional CV Zone** we have been specializing and assisting the local and international public since 2002 in drafting professional CV and finding proper employment.

We have also been assisting companies find suitable trained, skilled and qualified employees, including people with special needs and people living with disabilities.

Professional CV Zone actively seeks to assist disabled candidates through the **Carel Botha Foundation for People living with Disabilities**.

Through this initiative Professional CV Zone is able to provide the SME and corporate sector with highly skilled disabled candidates. Thus forming an integral link between candidates and companies looking to address Employment Equity.

Are you a capable person living with a disability?

Contact us today for prompt assistance!



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