**CV OF JOHN SOLINJANI**

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| SURNAME | **SOLINJANI** |
| FIRST NAME | **JOHN** |
| NATIONALITY | **SOUTH AFRICAN** |
| LANGUAGES | **ENGLISH, AFRIKAANS** |
| DATE OF BIRTH |  |
| CELL |  |
| EMAIL |  |
| RESIDENTIAL ADDRESS |  |
| ETHNICITY AVAILABILITY  |  |

Add summary of career:

Example:

Summary:

Should tell a story where you started to where you are now, not JUST duties. Its best to elaborate on what you achieved to illustrate to your network that you can perform the duties

Example:

Janice Wagner is a qualified Chartered Accountant with a Higher Diploma in Taxation and started Edge Executive Search almost 5 years ago.

She adds to the team her financial expertise, her in depth understanding of the SA corporate landscape and 8 years’ experience in executive search.

At PwC she progressed through the ranks with a diversified client portfolio including MTN (International) ABSA Brokers, South African Breweries London, the African Consolidation, SABI (Pty) Ltd including, SABEX, SABI FIN and subsidiaries in London and SABIM divisions. Janice spent a year working in the International Tax department whilst completing her Higher Diploma in Taxation where she assisted on structures (including the setting up of tax efficient structures which are cost efficient) and international tax advice. She was also involved in assisting with the Exchange Control Department with exchange control applications and an exchange control audit. Janice was the Training manager for her division and she counselled 6 staff members on the career deal programme and she was selected to take 7 students from South Africa to the International Leadership program held in Portugal and Cyprus.

She spent 7 of those years in external audit and 1 year in International Taxation. In 2007, she joined a leading SA Executive Search Company in the capacity of Consultant. In 2009, at Mindcor, she was promoted to Key Account Director looking after high-end opportunities in the financial services industry and she was awarded “Rainmaker” two years in a row.

In 2011 Janice spent seven months as the CFO and Associate of Yoni Titi Human Capital Evolution before starting Edge Executive Search.

Janice holds business relationships at C Suite level, is an expert at Business Development, Management of the Business, Headhunting and dealing with Executive candidates.

I prefer the summary in the first person:

• I am currently the xxx with a career in PM spanning over xxx years

• I started my career in xxxxx after completing a xxx qualification/ degree

• Since xxx I specialised in yyyy. I achieved zzz, was promoted and successfully moved up in my career from x to y, then to z and finally to ccc

• My strengths include leadership, to understand PM concepts and then deliver exceptional sales solutions.

• I am extremely ( add xxx yyy zzz for example driven, goal orientated, deliverable focused and time frame conscious)

• I successfully elevated the PM division by doing xxx . I optimised costs and ensured careful budget expenditure by doing xxxx resulting in yyyyy over the past zzz years.

• In my continued passion for xxx I am currently in the process of zzz

Top Skills: (List your Top 10 Skills under your summary – on your profile there are 30 + Please choose Top 10 and add under summary)

For Example

• Strategic Planning

• Process

• Direct Sales

• Customer Satisfaction

• Business Strategy

• Management

• Team Leadership

• Projects

• Team Management

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| --- |
| **EDUCATION AND QUALIFICATIONS** |

|  |  |
| --- | --- |
|  | **COMPLETED STUDIES** |
| YEAR? | UNISA EXAMPLE |
|  | **EXAMPLE BCompt (Honours)**  |
| YEAR? | RAND AFRIKAANS UNIVERSITY |
|  | **BCom (Accounting)** |
|  | EXAMPLE VOORTREKKER HOËRSKOOL |
| 1994 | **Matriculation** |
| SKILLS AND COMPETENCIES |

* MS Office
* ADD

|  |
| --- |
| **MEMBERSHIPS** |

* ADD

|  |
| --- |
| **EMPLOYMENT SYNOPSIS** |

|  |  |
| --- | --- |
| 07/2004 - Date | **Nkonki** |
|  | * + - * Manager
 |
|  |  |
| 12/2001 - 06/2004 | **ADD PREVIOUS** |
|  | * + - * ??
 |
|  |  |
| **CAREER HISTORY** |

|  |  |
| --- | --- |
| **01/2008 - DATE** | **Nkonki** |
|  | * **Manager**

Roles and Responsibilities:* Add all detail

**Reason for leaving:** |
| **??/?? - 31/2007** | **ADD PREVIOUS COMPANY** |
|  | **ADD TITLE**  |
|  |  |
|  |  |