

# ALYSIA R. GERBER

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A competent and hardworking professional with experience and proven knowledge of recruitment, talent acquisition, management and administration. Confident individual who displays strong communication and interpersonal skills. Works well in a team and can perform in diverse environments.

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## QUALIFICATIONS

2011	University of Cape Town, South Africa Postgraduate Degree: Honours in Organisational Psychology - Change Management
2008 – 2010	University of Cape Town, South Africa Bachelor of Social Sciences – Psychology and Organisational Psychology
2002 – 2007	Arundel School, Harare, Zimbabwe

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## PROFESSIONAL EXPERIENCE

02/2017 to date	Management Recruitment Partner CV People Africa, Harare
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CV People Africa, incorporated in Mauritius, provides professional, smart, and innovative talent acquisition and recruitment services through their franchises and branches in Dar Es Salaam, Kampala, Lusaka, Nairobi, Douala, and Harare.

Reporting to: Managing Director

Staff Reporting to 5 Recruitment Consultants

Countries recruited into: Zimbabwe, Seychelles, DRC & Mauritius

- Client relationship management and customer care.
- Executive recruitment
- Interviewing candidates to ascertain what environments and organisations they can fit into.
- Business development in the form of cold and warm calls to maintain relationships with existing clients and to find new business where necessary.
- Conducting reference checks.
- Handling weekly meetings and going through weekly reports to make sure the team meets KPI's.
- Reach KPI's on a monthly basis.
- Presentations for clients when requested – have done capacity building presentations and presentations illustrating what CV People Africa does.
- Report writing.

08/2013 – 01/2017

Managing Director  
Cabelo Salon, Harare

- Update and maintain customer information records such as beauty services provided.
- Administration and records management.
- Manage staff and ensure all working well and efficiently.
- Customer care.
- Event management - annual golf day for 5 years and a fashion show.
- Importing of relevant products.

05/2012 to 07/2013

Financial Coordinator  
deVere Group, Harare

- Build and maintain client bases, keeping current plans up to date and recruiting new clients on an ongoing basis.
- Answer clients' questions about the purposes and details of financial plans and strategies.
- Cold call potential clients to determine their current income and financial objectives and arrange meeting with dedicated financial advisors.
- Contact clients periodically to determine any changes in their financial status.
- Administration in the form of general office administration as well as dealing with all paperwork and administration for the application of financial plans.
- Arranged office events such as Christmas lunches.
- Was involved in arranging the logistics when we moved offices.

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## **ACHIEVEMENTS**

### CV People Africa

- At CV People was the first consultant to successfully place a candidate in the Seychelles.
- Managed to negotiate with a large multinational organisation to ensure that CV People was the only Recruitment Agency they worked with and continued to make over 30 placements with them in one year.
- Recruited for a Group CEO for one of the most diversified financial services companies on the Zimbabwe Stock Exchange.

### Cabelo Salon

- Have effectively organised a Cabelo Golf Day annually for 5 years running.

### University of Cape Town

- In 2009, while at the University of Cape Town was placed on the Deans Merit List which is for students with an overall average above 70%.

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## **SKILLS**

- Time Management
- Effective Communication
- Customer Care

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## **SYSTEMS**

- Microsoft Office Packages
  - PNet
  - LinkedIn
  - Various job portals
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## **REFEREES**

Chioniso Mhishi

Position: Recruitment Coordinator

Company: NHS England

Contact details: +263772321007 / chionisomhi@gmail.com

Karen Young

Position: Vice Consul

Company: British Embassy Harare

Contact details: +263777338382 / karen.young.gov.uk

Ryan Bezuidenhout

Position: Sales Manager

Company: Bowline

Contact details: +263775323325 / bezho47@yahoo.co.uk

Zandile Sagonda

Position Wealth Manager

Company: deVere Group

Contact details: +263772384960