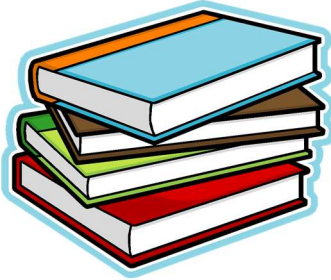


# CURRICULUM VITAE OF LUVHIMBI MULALO BENEDICT



**Location:** 95 Mat Avenue, Woodlands Place, Unit \*\*\*  
Pretorius Park, Pretoria 0042

**Cell No:** +27 78 224 6550 / +27 63 3926 506

**Email:** [mulaloluvhimbi@gmail.com](mailto:mulaloluvhimbi@gmail.com)

**Dear Sir/Madam**

I hereby forward my curriculum vitae. I desire to apply for the position available in your organization. I am certain that I have acquaintance and proficiency to professionally fulfill the position as required by the organization. I am enthusiastic to enhance and purify my personal development within the organization, and take on the challenges that lie ahead.

I will endeavor to effectively carry out all my tasks as required by the organization and maintain the customary as defined by you. Given the opportunity, I will perform my duties with determination, devotion and allegiance. It is my aim to make and be part of a successful team that is directly involved in making the organization a success, as I believe I have a role to play in making things a success.

I hope that my application will receive your constructive consideration.

**Compassionately Regards**

## PERSONAL DETAILS

**Identity Number** : 880318 5705 08 3  
**Gender** : Male  
**Marital Status** : Single  
**Nationality** : South African  
**Race** : African  
**Home Language** : Tshivenda  
**Languages** : English, Afrikaans, IsiZulu, Sesotho, Setswana & Xitsonga

## HIGH SCHOOL EDUCATION

**Highest Grade Passed** : National Senior Certificate  
**School Attended** : Tshwane College of Commerce & Computer Science  
**Year Passed** : 2012  
**Subjects Passed** :  

- English, Tshivenda, Accounting Economics, Business Economics & Marcentile Law

## ACADEMIC QUALIFICATION

**Institution** : **Financial Planning Institute of Southern Africa**  
**Course/Qualification** : RE5  
**Year Obtained** : 2017

**Institution** : **Masifunde Training Centre**  
**Course/Qualification** : National Certificate - Wealth Management NQF L5  
**Year Obtained** : 2020

**Institution** : **Moonstone Business school of excellence**  
**Course/Qualification** : Class of Business – Long-term Insurance  
**Year Obtained** : 2022

**Institution** : **Moonstone Business school of excellence**  
**Course/Qualification** : CPD – Economic and Investment Overview  
**Year Obtained** : 2022

**Institution** : **Moonstone Business school of excellence**  
**Course** : CPD – Financial services sector overview  
**Year Obtained** : 2022

## **WORKING EXPERIENCE**

**Company** : Assupol Life  
**Position** : **Call Centre Agent**  
**Duration** : 27 July 2015 – To date

**Duties** :

- **Market products and achieve sales target (TCF)**
- **Sell policies (in and out bound)**
- **Apply product knowledge**
- **Capture policy on system**
- **Attend to client queries**
- **Process amendments on policies**
- **Responsible for own policy retention**
- **Selling the absolute advantage family funeral plan**
- **Data capturing, issuing of quotations to new and existing clients**
- **Dealing with different queries from different departments within the company**
- **Amending policies for existing clients and deal with complaints and other issues**
- **Generating leads**
- **Meeting or exceeding sales goals**
- **Negotiating all contracts with prospective clients**
- **Helping determine pricing schedules for quotes, promotions, and negotiations**
- **Preparing weekly and monthly reports**
- **Giving sales presentations to a range of prospective clients**

**Company** : HTN Attorneys (PCS GROUP)  
**Position** : **Collections Consultant**  
**Duration** : 01 August 2014 – 19 September

**Duties** :

- **Locate customers using credit bureau information, background checks, loan documents and other paperwork or databases**
- **Call customers using telephone**
- **Review terms of sales or loan documents**
- **Ensure all customer information is correct, including phone numbers and addresses**
- **Initiate repossession proceedings or hand over account to law practice that specializes in debt collection**
- **Purge records if debts has been satisfied**

**Company** : Bruma Finance (PCS GROUP)  
**Position** : **Authorization Consultant**

**Duties** :

- **Process applications for credit vetting activations and transferring of ownership**
- **Performing detailed, accurate and relevant assessments of all credit vetting requests**
- **Collecting on corporate accounts once approved**
- **Processing manual credit applications and reducing potential credit risk**
- **Verifying and validating customer information**
- **Activating services and initiating billing**

**Company** : Talent M  
**Position** : **Recruitment Consultant**  
**Duration** : 07 January 2013 – 20 November 2013  
**Reason for Leaving** : Contract Ended  
**Duties** :

- Scan Cv's for new applicants
- Conduct interviews for successful applicants
- Perform HR duties such as identifying hiring need, develops the position description, recruitment plan, organizational chart and other recruitment related documents
- Shortlist all successful applicants and make appointments for assessments & interviews
- Travel different departments and organizations promoting, marketing and advertising
- Training waiters, barmen, chefs, cleaners, waitresses, managers and place them

## **KNOWLEDGE, SKILLS & COMPETENCY**

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- **Proactive, Efficient, Organized, & Consistent**
- Hard working, Patient, Friendly, & Trustworthy
- Ability to work accurately & reliably under pressure
- Organized, ability to multi-task, Honest, Dependable & Problem solving
- Able to use initiative, Strong attention to detail
- Good time management, Honesty & Integrity Good interpersonal skills
- Business minded and good business negotiator
- Best in marketing and exchanging ideas with different people who have different business views about business in order to satisfy our clients
- Creative and smart in making business deals and convincing
- Best in networking and promoting a brand
- Good listening skills, obedient to authority and Best on the ability to customer service satisfaction.

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|--|---|--|
| <p><b>Name:</b> Lodwick Machoene Manamela</p> <p><b>Company:</b> Assupol Life</p> <p><b>Position:</b> Team Leader</p> <p><b>Contact number:</b> 012 741 4198<br/>072 618 6198</p> <p>Landline : 015 962 2905</p> | <p><b>Name:</b> Kgabo Aggin Selepe</p> <p><b>Company:</b> Assupol Life</p> <p><b>Position:</b> Team Leader</p> <p><b>Contact Number:</b> 072 886 1216</p> | <p><b>Name:</b> Lucia Onyeka</p> <p><b>Company:</b> Assupol Life</p> <p><b>Position:</b> Manager</p> <p><b>Contact number:</b>073 163 4866</p> <p><b>Landline :</b> 012 741 4197</p> |
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