

# **CURRICULUM VITAE LINDA MURAVHA**

## **Personal Information**

Surname: Muravha  
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## **Education**

School Attended: Jules High School  
Grade: Grade 12  
Subjects: English; Afrikaans; Business Economics;  
Biology; Hotel & catering; travel & Tourism  
Year: 2004

Institution: Southwest Gauteng College  
Field of study: Travel & tourism  
Completed Level: N4 Introductory  
Year: 2005 1st semester  
Subjects: Travel services; Computer studies; Tourist destinations; travel office procedures; tourism communication  
Institution: Cornerstone  
Course: Call Centre Consultancy for Call centre certificate  
Year: 2006

Institution: ORT SA / Cisco Academy  
Course: Cisco Academy IT Essentials  
Year: 2017  
Sections: Cisco IT Essentials, Coding, Microsoft Office; Word, Excel and PowerPoint

## **Work Experience**

Company: SBIS (standard bank insurance services)  
Position: Outbound sales consultant  
Tasks: Selling insurance, admin, data capturing & follow up. Also worked on system(s); Maven, MS Office Excel, PDFreader and MS Office Word  
Reference: Ashil Ajoodha 011 858 5828  
Dates: September 2007 – February 2010

Company: SBSA (Standard Bank IPC)  
Position: Home loans, Securities consultant  
Tasks: Liaise with attorneys, dispatch & receive documents, i.e. deed & mortgage bond, Data capturing & admin. Also worked on OS2, Metrofile, and Gijima (now Customer 1st) systems  
Reference: Mathapelo Motsweni 011 376 4000  
Dates: December 2010 – December 2011

Company: SBSA (Standard Bank CCC Home Loans)  
Position: CCC Inbound Home Loans Agent  
Tasks: Handling customer home loan queries, admin, Problem solving & data capturing. Ensuring customers are educated on managing their accounts. Also worked on OS2, Ciboodle, Gijima (now Customer1st)  
Reference: Amanda Reekie 0842458577/0118586337  
Dates: January 2013 – March 2014

Company: SBSA (Standard Bank; CRR Debt Review Services)  
Position: Debt Review/Home Loans Legal Officer  
Tasks: Assisting customers in and out of the Debt review process and worked with all transactional account products of SBSA and in all Debt Review functions| Also worked briefly at Home Loans Legal, Dealing with the legal Aspect of client's

bond, liaising with vendors/ attorneys, Admin & data capturing of accurate information. Also worked on OS2, Customer 1st, The DRX System, Excel, PDF reader, Metrofile, TCS card system, NT2000 VAF system, CDDS cheques & loans

Reference: Kershnee Naidoo 011 631 6779

Dates: 25 August 2014 – 31 December 2015

Also completed the Standard Bank In-house Learning programme/courses and assessments

Company: Ort Sa (Mohloli Secondary & Entandweni Primary School)

Position: Admin Assistant & Library Clerk

Duties: Typing and compiling exam and test question papers; duplication, re-editing of learners' class and homework tasks; also captured learner attendance and results on the SA-SAMS System. Performed library clerk duties, i.e. checking and numbering of reading books for learners; recording of borrowed books on learner library template; and also filing of educator, HOD and principal workplace records.

Dates: 03 September 2018 to 30 August 2019

Reference: Akhona Pauli 011 728 7154

Company: Clientele Life

Position: Outbound sales consultant

Tasks: Selling of insurance products to new and Existing customers, accredited on Funeral Data capturing and admin of policies

Reference: Mpumelelo Sangweni: 011 320 3000

Dates: May 2021 till November 2021