



Eric Nyuswa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have wealth of admin experience having worked in different organisations since 1991.

I am matured, honest and reliable, a great team player but also able to work as an individual depending on the task at hand.

I have also developed skills in Sales as i worked as a Group Scheme Sales Consultant at Old Mutual and also as an Estate Agent for couple of years.

I am great at maintaining good relationship with stakeholders. this is especially highlighted when I was working as an Exams Officer at British Council where I was in charge of more than 20 Cambridge schools based in South Africa. I developed a good relationship between the schools and the Cambridge institute to ensure the exams were conducted successfully.

I am also a licensed driver and flexible to travel anywhere and can relocate whenever required.

Contacts and general information about me

Gender	Male
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.05 iki 2019.05
Company name	British Council South Africa
You were working at:	Administrators
Occupation	Examinations Officer
What you did at this job position?	Running exams on behalf of various UK based institutions

Working period	nuo 1991.01 iki 2006.08
Company name	Liberty Life
You were working at:	Administrators
Occupation	Life Underwriter
What you did at this job position?	• Medical and Technical Assessment of individual and group scheme members.

You were working at: Financial advisor

Occupation Financial Advisor

What you did at this job position? Assessing government employees' financial needs for Funeral, Life and Disability cover as well as Retirement, Educational and Investment in order to sell them what best meet their needs, and then securing a sale

Working period **nuo 2007.05 iki 2009.09**

Company name Firzt Realty

You were working at: Real estate agent

Occupation Estate Agent

What you did at this job position? • Duties involved assisting home owners to sell their properties and assisting buyers to get the properties they wanted.

Education

Educational period **nuo 1988.01 iki 1988.11**

Degree Grade 12 / Matric

Educational institution Ingwemabala High School

Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Afrikaans	basic	basic	good

Computer knowledge

Microsoft Office

Windows

Excel

Powerpoint

Conferences, seminars

None

Recommendations

Contact person Joanne newton

Occupation Departmental Head

Company British Council

Telephone number 082 906 8948

Email address joanne.newton@britishcouncil.org

Contact person	Auspicious Ndlovu
Occupation	manager
Company	British Council
Telephone number	074 688 6009

Additional information

Your hobbies	Jogging Gardening
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2004-09-00 (19 years)
Salary you wish	20000 R per month