



Nelisa Sifisokuhle Khulu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for data capture position. I make sure that data is safe and give feedback to data users. I do have experience of data capturing.

- Good listening, organizing and planning skills
- Good communication and interpersonal skills
- Able to work within required deadline
- Ability to plan and prioritize in the execution of daily task.
- Ability to work as post of team and exchange information
- Supervisory and leadership
- Proved initiative, decisiveness, dedication
- Ability to acquire new knowledge swiftly
- The ability to work independently and in team-orientated environment

Preferred occupation Data capturers
Administrative jobs

Preferred work location Newcastle
KwaZulu-Natal

Contacts and general information about me

Day of birth	1986-03-15 (39 years old)
Gender	Male
Residential location	Newcastle KwaZulu-Natal
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period **nuo 2023.07 iki dabar**
 Company name Majaba District Office
 You were working at: Part time jobs
 Occupation Peer Educatori
 What you did at this job position? HIV/AIDS Counselling, Testing, Create Adherence groups

Working period **nuo 2019.08 iki 2020.03**
 Company name Amajuba District Health office
 You were working at: Data capturers
 Occupation HPV Data Capture
 What you did at this job position? Capturing of data in 3 tiers system, Abstracting the data, Ensure the data is done on time, data validation and give feedback to data users, Ensure the data is safe and do filling

Working period **nuo 2016.05 iki 2019.08**
 Company name Madadeni Roman Catholic Computer Project
 You were working at: Administrators
 Occupation Administration clerk
 What you did at this job position? Taking minutes (Information Committee), Making copies, Print outs and scanning. Attending enquiries and receive invoices and do filling

Working period **nuo 2016.01 iki 2016.03**
 Company name Amajuba District Health office
 You were working at: Data capturers
 Occupation Data Capture
 What you did at this job position? Capturing of data in 3 tiers system, Abstracting the data, Ensure the data is done on time, data validation and give feedback to data users, Ensure the data is safe and do filling,

Working period **nuo 2011.11 iki 2012.12**
 Company name Naas Farm Clinic (Project Status)
 You were working at: Data capturers
 Occupation Data Capture
 What you did at this job position? Capturing of data in 3 tiers system, Abstracting the data, Ensure the data is done on time, data validation and give feedback to data users, Ensure the data is safe and do filling

Education

Educational period **nuo 2022.12 iki 2022.12**
 Degree Certificate
 Educational institution Mayibosamu Project
 Educational qualification Netball Club Administration
 I could work I could work as Administrator of any sport

Educational period **nuo 2015.09 iki 2015.10**
 Degree Certificate
 Educational institution Amajuba TVET College (CPD Campus)
 Educational qualification Computerised Financial System (Pastel)
 I could work I could work as stores assistant

Educational period **nuo 2011.02 iki 2011.08**
 Degree Certificate
 Educational institution R & B Centre for IT & Business Administration CC
 Educational qualification Computer Literacy (Microsoft & Intro to internet
 I could work I could work as Data Capture, Administration Clerk, Switchboard operator, Filing clerk, Call center agent, receptionist and debtors clerk

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	very good	good

Computer knowledge

- Knowledge of infection control, Health and Safety Regulations
- Good understanding of the National Constitution
- Good listening, organizing and planning skills
- Good communication and interpersonal skills
- Able to work within required deadline
- Ability to plan and prioritize in the execution of daily task.
- Ability to work as post of team and exchange information
- Supervisory and leadership

Recommendations

Contact person Mrs B.N.V Kate
 Occupation C.N.P - HtTA (Hast)
 Company Department Of Health (Amajuba Distract Health Office)
 Telephone number 0734714749/ 0343287000
 Email address busekhaya.kate@kznhealth.gov.za

Contact person Mis N Shabalala
 Occupation Hast Coordinator
 Company Department Of Health (Amajuba Distract Health Office)
 Telephone number 0823045426/0343287000
 Email address nontando.shabalala@kznhealth.gov.za

Contact person Mis B Khanyi
 Occupation Assistant Director District Information Officer
 Company Department Of Health (Amajuba Distract Health Office)
 Telephone number 0635999315/ 0343287000
 Email address Barbara.khanyi@kznhealth.gov.za

Additional information

Your hobbies my hobbies are playing netball and coaching netball playing volleyball. Working with people that are needed
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2014-04-00 (11 years)
 Salary you wish 9000.00 R per month
 How much do you earn now 7000.00 R per month