

PERSONAL INFORMATION

Tsholofelo Kgosi

Social Auxilliary Work

CONTACT DETAILS

House no: 50581
Matlotleng section
Modderkuil
Rustenburg
0352

Cell: 0719309286 or
0792799311

Email:
tsholokgosi4@gmail.com

Drivers licence – Code 10

SKILLS

- ✓ Good problem solving skills
- ✓ Good communication and presentation skills.
- ✓ Being effective at analysing problems and making recommendations
- ✓ Organizational skills
- ✓ Able to take initiative and be a team player.
- ✓ Good understanding of/and experience working with NPOs.

COMPUTER LITERACY

MS Word
MS Excel
MS Powerpoint
Outlook

LANGUAGES

Setswana
English

I have 5+ years experience in data capturing - Ensuring that organizations have access to reliable and up-to-date data for decision-making and record keeping.

Also 1 year experience as a social Auxiliary worker and admin- Providing assistance and support to social workers with the promotion of social change and problem solving in human relationships and to enhance social well-being under the guidance and supervision of the social worker.

WORK EXPERIENCE

2019/06 – 2024/10

Data Support Officer

PACT-SA, Pretoria

- Ensuring daily accurate data and consolidating for designated DSD service points and NPOs using available data capturing system.
- Conduct in collaborating with the programme team, quarterly data quality assessments (RDQA).
- Ensure data is transmitted to relevant managers within set timeframe.
- Conduct weekly data validation checks for allocated sites and to ensure data accuracy and completeness.
- Compile and submit weekly site performance reports.
- Enrolling prior to data entry into CBIMS and thereafter conducting quarterly verification activities targeting all beneficiaries participating in the Programme.

2017/07-2018/07

Data Capturer

Lesedi Modderkuil Edu-Care, Saulspoort

- Checking data return sheet for completeness and prepare for capturing.
- Offline-based CBIMS experience.
- Updating and maintaining information on computer systems and it's archives.
- Daily Admin duties: Submission of documents to different departments, telephone enquiries.

2011/04-2012-03

Social Auxillary Work

Moses Kotane Hospital, Ledig

- Assist the Social Worker with developing, organizing and conducting programmes to prevent and to resolve problems relevant to substance abuse.
- Provide information and obtain feedback on client's progress.
- Monitoring and reporting on client progress.
- Any other administrative duties required.

EDUCATION

2013/12

Certificate: N4 Business Management: Entrepreneurship
Vuselela FET College, Potchefstroom

2012/07

FET Certificate: Social Auxiliary Work: Social Support.
Khuthaza, Pretoria

2008/12

National Senior Certificate: Matric
Manamakgoteng Hish School

REFERENCES

Ref. 1:

Name: DR Hlengiwe Mdebuka
Position: Supervisor
Company: PACT-SA
Contact Details: 0785566114/0726989665

Ref. 2:

Name: Christel Jacobs
Position: MERL Supervisor
Company: PACT-SA
Contact Details: 0606232246

Ref. 3:

Name: Baatseba Gouwe
Position: Project Manager
Company: Lesedi Modderkuil Edu-Care
Contact Details: 0835727360/0713651955

Ref. 4:

Name: Priscilla Motlhake
Position: Social Work - Supervisor
Company: Moses Kotane Hospital
Contact Details: 0799946621

I hereby declare that the information provided above is nothing but the truth.