




# MATHIBELA ANNA MASOLA

## CONTACT

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 Tembisa, Gauteng, Ekurhuleni District

## DETAILS

**Date of Birth:** 17 August 1990

**Gender:** Female

**Marital Status:** Married

**Language:** Sepedi, English, Afrikaans, Zulu

**Driver's License:** Code 10 (C1)

**Health:** Excellent

**Criminal Record:** None

## EDUCATION

### Mogudi Secondary School

- Grade 12 (2009)

### Sekhukhune TVET College

- Certificate in Health Promotion (2013)

### Dynamic Skills Development of SA

- Public Relations N5 (2015)

## WORK REFERENCES

### Mr. S. Buthelezi

- **Position:** Senior Administration Clerk, Esangweni Clinic (Aurum Institute)
- **Contact Number:** 082 812 9147

### Mrs. J. Mabitsela

- **Position:** Chief Professional Nurse, Itireleng Clinic (Wits RHI)
- **Contact Number:** 082 326 7431

## INTRODUCTION

A dedicated and detail-oriented data capture and public relations professional with over five years of experience in the healthcare sector. Proven ability to handle sensitive patient information, conduct data collection, and maintain organized filing systems. Strong background in public relations and community health promotion. A quick learner with excellent communication skills, capable of working independently or as part of a team to achieve organizational goals. Passionate about improving public health and providing support to underrepresented communities.

## EXPERIENCE

### Epicentre Aids Risk Management

- **Position:** Field Researcher/Data Collector
- **Period:** 2017 – 2018
- **Responsibilities:**
  - Recruited participants for the DREAMS program, aimed at reducing HIV infection rates among vulnerable populations.
  - Conducted community outreach and engaged participants in study activities.

### Itireleng Clinic (Aurum Institute/Wits RHI)

- **Position:** Data Capturer
- **Period:** 2018 – 2022
- **Responsibilities:**
  - Captured patient data accurately using the Tier.net system.
  - Compiled daily and weekly reports to support clinic operations and decision-making.
  - Organized patient files using an alpha-numeric filing system to ensure easy retrieval and to prevent misfiling.
  - Conducted data meetings with clinic staff to maintain high data integrity and confidentiality.

## SKILLS

- Data capture and management
- Patient information confidentiality
- Proficient in Tier.net system
- Community health promotion
- Recruitment for health studies
- Filing and record management
- Report generation and documentation
- Strong communication and interpersonal skills
- Public relations and community engagement
- Team collaboration and administrative support