

TEBOGO NKETE MOLEKWA



0661104690
molekwat340@gmail.com
South Africa | Gauteng | Johannesburg
1320 Hlongwane street
Phomolong Section
Tembisa 1632

Summary

I am a passionate and ambitious male who is prepared to achieve the desired goal of the description. I am a hard worker, self-motivated and goal-oriented individual who is always looking for a challenge to enhance my knowledge and skills. I like to interact with people and adopt easily to different kind of environment. *I believe I can make an effective contribution to the function of the company as an employee.*

Profile

Title :MR
Nationality :South Africa
Date of Birth :1992.04.06
ID Number :9204065445081
Criminal Record :None
Drivers Licence :C1
Ethnicity :Black
Home Language :Sepedi
Gender :Male
Marital Status :Single
Health Status :Excellent

Other languages

| Languages | Speak | Read | Write |
|-----------|-------|------|-------|
| English | ✓ | ✓ | ✓ |
| Tswana | ✓ | ✓ | ✓ |
| Zulu | ✓ | ✓ | ✓ |

Certificate awarded

- Grade 12
- Data Management

Education history

| Institution | Course | Subjects | Year Passed |
|-------------------------------|----------|---|-------------|
| Senwane Secondary High School | Grade 12 | English Sepedi Life Orientation Life Science Mathematical Literacy Agricultural Science | 2012 |






Work Experience #1

| Company | Position | Duties | Reason for leaving | Duration |
|--|---------------|--|----------------------------|-------------------------------|
| Mayibuye Clinic Gauteng Department of Health Region A | *Data Capture | *Data Collection *Data cleaning *Data validation *Data management and organization *Communication and coordination *Adherence to data protection policies | End of the casual contract | 2016 Sep Until 2020 Feb |

Skills and knowledge

Computer skills

- ✓ Friendly
- ✓ Punctuality
- ✓ Greeting, writing and verbal communication skills
- ✓ Creativity presentations

- ✓  Microsoft outlook
- ✓  Microsoft PowerPoint
- ✓  Microsoft Word
- ✓  Microsoft Excel
- ✓  Microsoft Access

Data Management

Subjects

- ❖ Data Management part 1 & part 2
- ❖ Intro to TB
- ❖ Health Information System
- ❖ Policies (SOP and DHMIS policy)
- ❖ Intro to ART

- *Technical support
- *Data analysis
- *Data security
- * control Reporting

Reference

Name :Ntsala Pinky Mmapa
 Contact number :0734410013
 Cellphone number :0112378020

Work Experience #2

| Company | Position | Duties | Reason for leaving | Duration |
|---|------------------|---|--|----------------------------------|
| Erin Clinic Isibani Development Partners | *Data Capture | *Data entry *Data validation and quality control *Data management and organization *Communication and coordination *Adherence to data protection policies *Technical support *Reporting | Contract approaches its end date | 2020 feb Up to the current |

Reference

Name :Rendani Nenzhelele
 Position :Monitoring and Evaluation Officer
 Contact number :0728521316
 Cellphone number :0649589281