

TUTU NOMAYENZEKE

Date of Birth: 25/09/1994

Gender: Female

Race: Black

Nationality: South African

Marital Status: Single

Home Language: IsiXhosa

Other Languages: English

Residential Address:

Kiddel Street
Roman Catholic Church
Dutyw4a
5000

Cell: 063 5517 746

Alternative No : 073 5092 577

Email: nomayetutu@gmail.com

Health: Good

HIGHER SCHOOL EDUCATION

Sizimisele Technical High school

Grade : 12

Year : 2009

Subject : Certificate Attached

HIGHER EDUCATION

King Hintsa TVET College

Course : ND Financial
Management

Year : 2014

OTHER QUALIFICATIONS

ZIZI CONSULTING SERVICES

Course : Data Capturing

Year : 2014

KING HINTSA TVET COLLEGE

Building and Civil Construction
: Level 3

Year : 2018

PHOKOPHELA INVESTMENT HOLDING (PTY) LTD

Information Technology :
Technical Support

Year : 2023/2024

WORK EXPERIENCE

BAMBOO ROCK

Position : CLO

Year : 2024

Duties:

Monitoring Register, Time management, Report

BLACK ICT TECH

Position : Technical Support (Trainee)

Year : 2024 (6 months)

Duties:

Assembly and disassembly computer and laptops
Trouble shooting. Update software. Computer hardware repairs
Fixing Printers. Network connection

DEPARTMENT OF PUBLIC WORKS

Bricklayer : 2018

Duties

DEPARTMENT OF HEALTH (MADWALENI HOSPITAL)

Position : Data Capture 2019-2022 (Contract expired)

Year : January 2019 – December 2022

Duties

TRANSPORT

Vehicle returns, Fleet register for vehicle, Accident report and kept invoices
Transport inspection tools, Monthly submission & Booking for Vehicle service

ASSET

Asset verification, captured asset on system using **Logis** System, Create ICN on
Logis. Asset register, Asset disposal process. Monitoring service machinery

STORES

Issuing of goods weekly, monthly in ledger and bin cards with date of issue,
voucher/invoice No. and amount. Compiling of Monthly and Quarterly reports.
Ensure procurement documents are in order. Supervise stores administration in
the institution. Ensure that all material is available. Check that all the
procurement documents are in in order. Ensure that records of stock purchased
or orders are kept in a safe place. Ensuring that sock levels are maintained
adequate stock

FINANCE

Captured payments using black and white **logis**. Ensure that supplier paid within
30 days. Ensure that **PMT** (Payment Monitoring Tool) is updated, Shifting
Budget, Filling documents using REMs

INFORMATION

Capturing of data daily in **DATCOV.TIER.NET**. Collate data on to a summary
tracking sheet. Uploads data collate and verified. Daily statistic from wards.
Capturing Using **DHIS**, import and export data. Ensure that information is safe
and confidential. Reconciliation

PATIENT ADMIN

Filling numerical and alphabetically, Claims for RAF & Medical Aid, Archived,
Monitoring cash (cash and debts)

AVBOB LIFE IN BUTTERWORTH

POSTION

: LEARNER

Duration

: Jan 2016-Dec 2016

DUTIES

CUSTOMER SERVICE

Captured client document, Scanning, emailing, Faxing, issued policy, printouts, handle petty cash, Policy, payments, funeral claim, Savings claim, making deposit, handling incoming, out coming calls.

DEPARTMENT OF EDUCATION (DUTYWA)

Position : TRAINEE
Section : Finance
Duration : July 2012- December 2015
Duties

SALARIES

Capturing of salary documents, Payroll database, implementing bank form, cancellation of policies, unions and medical aid, issued print out, implementing garnishees using **Persal System**. Calculating salary related (leave gratuity, adjustment, appointments, substitute, temporal and cash bonus). filling documents for audit purposes, incoming and outgoing calls

PAYMENTS

Capture sundry using black and white **logis system**. Filling documents for audit purposes, incoming and outgoing calls.

BUDGET

Implementing budget using **Bas System**. Check debtors (Leave gratuity) filling documents for audit purposes, incoming and outgoing calls.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Self-motivation and energetic, Customer service orientation, Ability to work under pressure
- Good communication skill (verbal and written), Time management skills, Report writing skills
- Honesty and integrity
- Computer literacy follows: Microsoft's internet Email and outlook

REFERENCES

Mr B Wosintsi : 073 707 5527 / 047 489 5023 (Dept. of Education HR)
Mrs N. Mwezo : 082 397 5100 / 047 491 1642 (District manager(Avbob)
Mr S J. Conjwa : 060 976 1769 / 047 573 3002 (C.E.O Madwaleni Hosp)
Mr V.Somdla : 063 195 4864 / (Black ICT Tech)
Mrs Nomahlubi Sofika: 082 9216 672 (Mentor)