



Peggy Mkhabela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for an administrative job, I have good administration skills, computer skills(excel , ms office, Tier.Net, HPRS system).

Filling, data capturing, collecting stats, generate reports on Tier.Net ,register all clients on HPRS system, retrieve all files for different services,Data cleaning, Capturing all relevant data relating to HIV services using Tier Net and maintain a safe and clean environment

Preferred occupation Administrative jobs

Contacts and general information about me

Gender Female

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 2021.01 iki 2022.01**

Company name Department of health

You were working at: Data capturers

What you did at this job position? I was filling, capturing information, registering patients, generate early and missed appointments lists,data cleaning.

Education

Degree Certificate

Educational institution Ehlanzeni Tvet College

Educational qualification Public Management

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

I have computer knowledge on the following computer programmes

Ms word

Excel

Tier.Net

HPRS system

Recommendations

Contact person	Ntombizodwa Mabuza
Occupation	MANAGER
Company	Department of health
Telephone number	0826625100

Additional information

Salary you wish	R5000 R per month
How much do you earn now	R0.00 R per month