



Mxolisi Liza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently unemployed.I am looking for a data capture job I have experience in data capturing.I have worked for department of health since September 2014 till November 2021.My duties was to collect,collate data and capture it on the system daily.Validate data and make corrections where discrepancies are found. Conducting data verification meetings with the staff . Generating reports monthly on the system and make verification with the manager before submitting to the next level.Data clean up monthly.Data backup daily after capturing.Doing monthly and quarterly performance graphs to be displayed on the notice board for the staff and management from sub district office or provencial office.Giving feedbacks from trainings, meetings attended.Discussing challenges I have met during capturing that inconvenience me when doing my daily duties and other extra admin duties like typing, making copies, emailing, taking minutes during meetings, receiving/sending mails,phone answering and transfer calls to the relevant personal, registration of patients, filing and retrieval of patients records and assisting with preparations for assessments by making sure that guidelines and sop's are in order. I am a team player, love to share my skills and also. Learn from others,I can work under pressure,I work smart and strategically.

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| Preferred occupation | Data capturers Administrative jobs |
| Preferred work location | Kuruman Northern Cape |

Contacts and general information about me

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|----------------------|---|
| Day of birth | 1987-11-16 (36 years old) |
| Gender | Male |
| Residential location | Potchefstroom North West |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Computer knowledge

I have computer literacy passed with distinction.

Additional information

Salary you wish

16000 R per month