



Mmama Monchonyane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A dedicated, diligent, goal-driven, compassionate and empathetic social scientist with a Bachelor of Social

Science in Population and Development Studies. Gained an invaluable working experience of performing

Data Capturer duties. These duties include gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients, scanning through information

to identify pertinent information, correcting errors and organizing the information in a manner that will

optimize swift and accurate capturing, creating accurate spreadsheets, entering and updating information

into relevant databases, ensuring data is backed up, informing relevant parties regarding errors encountered, storing hard copies of data in an organized manner to optimize retrieval, handling additional

duties from time to time. Able to conduct research to provide solutions to development problems, to support monitoring and evaluation and to influence development policies for achieving better development outcomes. Gained knowledge will be used in facilitating the implementation of development

programmes and projects using appropriate strategies and techniques. Possesses excellent advocacy and

networking skills. Demonstrates good listening, communication, interpersonal and team building skills.

With knowledge and understanding of social issues and how public sector bodies work. Excels in research

and report writing. Displays a non-judgmental and positive attitude. A creative thinker with an ability to

solve problems. With exceptional time management skills. Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).

Preferred occupation

Government jobs

	Government jobs
	Miners Mining jobs
Preferred work location	Vryburg North West
	Kathu Northern Cape
	Kuruman Northern Cape
	Mbatho North West
	Mahikeng / Mafikeng North West

Contacts and general information about me

Day of birth	1992-06-16 (32 years old)
Gender	Female
Residential location	Vryburg North West
Email address	<i>Information is available only for registered users.</i> Sign in