



# Nelisa Sifisokuhle Khulu

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for data capture position. I make sure that data is safe and give feedback to data users. I do have experience of data capturing.

- Good listening, organizing and planning skills
- Good communication and interpersonal skills
- Able to work within required deadline
- Ability to plan and prioritize in the execution of daily task.
- Ability to work as post of team and exchange information
- Supervisory and leadership
- Proved initiative, decisiveness, dedication
- Ability to acquire new knowledge swiftly
- The ability to work independently and in team-orientated environment

Preferred occupation                      **Data capturers**  
Administrative jobs

Preferred work location                      **Newcastle**  
KwaZulu-Natal

## Contacts and general information about me

Day of birth	1986-03-15 (38 years old)
Gender	Male
Residential location	<b>Newcastle</b> KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2023.07 iki dabar**  
 Company name Majaba District Office  
 You were working at: Part time jobs  
 Occupation Peer Educatori  
 What you did at this job position? HIV/AIDS Counselling, Testing, Create Adherence groups

Working period **nuo 2019.08 iki 2020.03**  
 Company name Amajuba District Health office  
 You were working at: Data capturers  
 Occupation HPV Data Capture  
 What you did at this job position? Capturing of data in 3 tiers system, Abstracting the data, Ensure the data is done on time, data validation and give feedback to data users, Ensure the data is safe and do filling

Working period **nuo 2016.05 iki 2019.08**  
 Company name Madadeni Roman Catholic Computer Project  
 You were working at: Administrators  
 Occupation Administration clerk  
 What you did at this job position? Taking minutes ( Information Committee), Making copies, Print outs and scanning. Attending enquiries and receive invoices and do filling

Working period **nuo 2016.01 iki 2016.03**  
 Company name Amajuba District Health office  
 You were working at: Data capturers  
 Occupation Data Capture  
 What you did at this job position? Capturing of data in 3 tiers system, Abstracting the data, Ensure the data is done on time, data validation and give feedback to data users, Ensure the data is safe and do filling,

Working period **nuo 2011.11 iki 2012.12**  
 Company name Naas Farm Clinic (Project Status)  
 You were working at: Data capturers  
 Occupation Data Capture  
 What you did at this job position? Capturing of data in 3 tiers system, Abstracting the data, Ensure the data is done on time, data validation and give feedback to data users, Ensure the data is safe and do filling

## Education

Educational period **nuo 2022.12 iki 2022.12**  
 Degree Certificate  
 Educational institution Mayibosamu Project  
 Educational qualification Netball Club Administration  
 I could work I could work as Administrator of any sport

Educational period **nuo 2015.09 iki 2015.10**  
 Degree Certificate  
 Educational institution Amajuba TVET College (CPD Campus)  
 Educational qualification Computerised Financial System ( Pastel)  
 I could work I could work as stores assistant

Educational period **nuo 2011.02 iki 2011.08**  
 Degree Certificate  
 Educational institution R & B Centre for IT & Business Administration CC  
 Educational qualification Computer Literacy ( Microsoft & Intro to internet)  
 I could work I could work as Data Capture, Administration Clerk, Switchboard operator, Filing clerk, Call center agent, receptionist and debtors clerk

### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	very good	good

### Computer knowledge

- Knowledge of infection control, Health and Safety Regulations
- Good understanding of the National Constitution
- Good listening, organizing and planning skills
- Good communication and interpersonal skills
- Able to work within required deadline
- Ability to plan and prioritize in the execution of daily task.
- Ability to work as post of team and exchange information
- Supervisory and leadership

### Recommendations

Contact person Mrs B.N.V Kate  
Occupation C.N.P - HtTA (Hast)  
Company Department Of Health ( Amajuba Distract Health Office)  
Telephone number 0734714749/ 0343287000  
Email address busekhaya.kate@kznhealth.gov.za

Contact person Mis N Shabalala  
Occupation Hast Coordinator  
Company Department Of Health ( Amajuba Distract Health Office)  
Telephone number 0823045426/0343287000  
Email address nontando.shabalala@kznhealth.gov.za

Contact person Mis B Khanyi  
Occupation Assistant Director District Information Officer  
Company Department Of Health ( Amajuba Distract Health Office)  
Telephone number 0635999315/ 0343287000  
Email address Barbara.khanyi@kznhealth.gov.za

#### Additional information

Your hobbies my hobbies are playing netball and coaching netball playing volleyball. Working with people that are needed  
Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from 2014-04-00 (10 years)  
Salary you wish 9000.00 R per month  
How much do you earn now 7000.00 R per month