📞 082247589

✉ sibanyonikatlego09@gmail.com

KATLEGO JAN SIBANYONI

Objective:

To secure a challenging position as an unexperienced Data Analyst, where I can leverage my strong analytical skills, passion for data analysis, and willingness to learn to contribute effectively to the team. I aim to gain hands-on experience in data collection, cleaning, statistical analysis, and data visualization, while receiving mentorship and guidance from experienced professionals. By actively participating in projects and collaborating with cross-functional teams, I intend to develop a solid foundation in data analysis and establish a successful career in this field.

WORK EXPERIENCE

Wits Reproductive Health and HIV Institute (Project Prep) 03-03-2021- Present

Data capturer

Data Management

- Review and ensure the completeness and accuracy of data collection forms and source data.
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- Perform data entry from paper-based data collection forms into electronic databases.
- Conduct data verification, cleaning, and resolve discrepancies to maintain data quality.
- Analyze daily collected data and generate reports.
- Export data from electronic databases.
- Creating excel spreadsheets to track daily collection, retrieval and capturing of patient files
- Assist in general data administration, including filing, tracking data tools, and managing electronic queries.

<u>Skills</u>

- Collaborate effectively within a team and work well under pressure.

- Excellent attention to detail and precision in data entry.

- Proficient in Microsoft Office Suite, particularly Excel and Access.

- Strong organizational skills with the ability to maintain data accuracy.

- Excellent written and verbal communication skills.

- Ability to work independently and remotely.

- Strong time management and multitasking abilities.

- Experience working with confidential data and maintaining data security.

- Self-disciplined and adaptable.

- Computer literate.

EDUCATION

School: Bokamoso High School

Highest grade passed: 12 (Matric)

Year completed: 2013

<u>Tertiary Education</u>

Institution: University of South Africa (UNISA)

Qualification: Bachelor of Arts (Health Sciences and Social Services)

Specialisation: Community and Health Psychology

Year completed: 2019

References

- Lorraine Khumo Shuping
  - Wits Reproductive Health and HIV Institute
  - Data Quality Assurance Manager (Project Prep)
  - 082-536-1682
- Sydney Ncube
  - Wits Reproductive Health and HIV Institute
  - Data Technical Specialist
  - 062-462-1694