

KATLEGO JAN SIBANYONI

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Professional Summary

Aspiring Data Analyst with a solid foundation in analytical skills and a passion for translating data into actionable insights. Eager to contribute to a dynamic team, gain firsthand experience in data collection, cleaning, and statistical analysis. Seeking mentorship to further develop expertise and establish a successful career in data analysis.

Professional Experience

Wits Reproductive Health and HIV Institute (Project Prep) | Data Capturer

March 3, 2021 - Present

Data Management:

- Review and ensure completeness and accuracy of data collection forms and source data.
- Perform meticulous data entry from paper-based forms into electronic databases.
- Conduct data verification, cleaning, and discrepancy resolution for maintaining high data quality standards.
- Analyse daily collected data, generating insightful reports for informed decision-making.
- Export data from electronic databases to facilitate further analysis.
- Utilize Excel to create spreadsheets for tracking daily collection, retrieval, and patient file capturing.
- Designed and implemented a data collection tool tailored for capturing client result data.

Administrative Skills.

- Contribute to general data administration, including filing, tracking data tools, and managing electronic queries.
 - Demonstrate excellent diligence, ensuring precision in data entry.
 - Exhibit strong organizational skills, maintaining data accuracy throughout various.
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Skills

Team Collaboration

Collaborate effectively within a team, highlighting adaptability and self-disciplined.

Communication Skills

Possess excellent written and verbal communication skills, facilitating clear and concise interactions.

Independence and Remote Work

Demonstrated ability to work independently and remotely, ensuring productivity and delivering quality results.

Time Management and Multitasking

Strong time management skills, coupled with the ability to multitask efficiently in challenging environments.

Technical Skills:

Proficient in Microsoft Office

EDUCATION

Tertiary Education

Institution:	University of South Africa (UNISA)
Qualification:	Bachelor of Arts (Health Sciences and Social Services)
Specialisation:	Community and Health Psychology
Year completed:	2019

Certificates

- webDHIS Foundation v2.38| Department of Health (HIPS) |2023
 - IBM Data Analyst |Coursera |2023
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REFERENCES

- Lorraine Khumo Shuping
 - Wits Reproductive Health and HIV Institute
 - Data Quality Assurance Mentor (Project Prep)
 - 082-536-1682
- Tinashe Dzvoti
 - Aids Foundation of South Africa
 - Monitoring Evaluation Reporting and Quality Assurance Coordinator
 - 060-508-4417