

KENEWANG OGANNE

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EXPERIENCE

✓ Dr T.M Senyatsi Medical Practice	2020 - 2021
Administrative Clerk/ Receptionist	
o Scheduled and coordinated daily patient appointments using digital systems, ensuring smooth clinic operations and minimizing conflicts or delays.	
o Welcomed patients, managed check-ins, and verified personal and medical aid details with a focus on accuracy and patient satisfaction.	
o Maintained and updated sensitive patient records in compliance with healthcare data privacy laws (POPIA), ensuring data integrity and confidentiality.	
o Assisted with medical billing and claims processes, including medical aid verification, claim submission, and follow-ups on outstanding payments.	
o Demonstrated strong organizational and communication skills in a high-volume, customer-facing environment.	
✓ Statistics South Africa (Stats SA)	2022 - 2022
Fieldworker – Census Project	
o Conducted door-to-door household visits to collect demographic and socio-economic data in line with official census methodology	
o Performed structured interviews with residents, ensuring completeness, accuracy, and adherence to ethical data collection standards.	
o Verified collected data through cross-checking and digital tools, contributing to the accuracy and reliability of national statistics.	
o Navigated challenges such as participant reluctance, address discrepancies, and time constraints, maintaining professionalism and persistence.	
o Recorded and submitted data via handheld devices and digital platforms, demonstrating comfort with mobile tech and data entry systems.	

EDUCATION

✓ BORAKANELO SECONDARY SCHOOL	2016
National Senior Certificate	
✓ NORTH WEST UNIVERSITY	2025
BSc in Information Technology	

SKILLS

Programming: Java, C++, SQL, HTML/CSS, JavaScript, React, Spring Boot

Data Collection & Validation

Microsoft Excel (Advanced: formulas, pivot tables, data cleaning)

Database & Records Management (Compliance with POPIA)

Digital Tools for Data Capture

Medical Billing Software & Claims Systems (accuracy-focused process handling)

Basic Data Visualization (Excel Charts, Google Sheets)

Process Coordination & Scheduling

Accuracy in High-Volume Data Environments

Real-World Data Handling & Interview Techniques

Clear & Empathetic Communication

Critical Thinking & Independent Problem Solving

Team Collaboration across Diverse Roles

Adaptability in Dynamic & High-Pressure Environments

Time Management & Multi-tasking Across Tasks and Tools

Databases: Microsoft Excel (advanced), data validation, POPIA-compliant recordkeeping

Networking: Cisco Packet Tracer, IP addressing, LAN/WAN setup, topology design

Information Security: Data confidentiality, user access controls, compliance basics

Troubleshooting: Technical issue resolution in live and remote environment