

MONGIKAZI

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84 fox Street Marshalltown Johannesburg 2107



Objective

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as a network technician.



Experience

St Patrick's Gateway clinic

06/2023 - 09/2023

Admin Clerk

3months In-service training as Admin Clerk

- Receive patient files from Clinicians for data capturing on Tier.Net, ETR and DHIS.
- Identify missing data, inconsistencies and errors and follow-up or report on missing data or errors.
- Capture confidential patient information.
- Compare data entered with source documents and make necessary corrections to information entered.
- Communicate with Clinicians and Managers to update missing information on Clinical ART Stationary.
- Perform data cleaning.
- Perform regular data backup.
- File patient documents according to protocol or SOP's.
- Maintain and update patient files.
- Maintain an effective and efficient filing system.



Education

Bizana Senior Secondary School

2019

National Senior Certificate

Matric

Nelson Mandela University

2024

Public Administration and management

Diploma



Skills

MS Office Suite (Word, PowerPoint, Excel, Outlook)

Administration

- Data processing
- Data capturing
- Data management
- Filing
- Pay attention to details
- Team player
- Order consumable
- Problem solving
- Good communication



Reference

- **Ziyanda Mbala - St Patrick's Gateway clinic**
Admin Clerrk- Mento
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0835285989
- **Lwanda Bekiswa - St Patrick's Gateway clinic**
Hr Manager
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- **Ndumiso Mfihlo - Mthatha hospital**
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