

PATRICK JUAWO

Address Krugersdorp, Johannesburg
South Africa
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DATA CAPTURER

Email address pjuawo@gmail.com

Availability Immediately

Reliable and Fast-paced Data Entry Clerk with more than 5 years' experience in a high-pressure and professional environment. Independently motivated team player aiming to boost departmental efficiency by successfully delivering and completing projects well within their deadlines with more than 98% accuracy.

CORE AND TECHNICAL COMPETENCIES

- Excellent knowledge of Microsoft Office suites 2007, 2010, 2013 and 2016 (Word, Excel, Access) and willingness to learn other specialized data entry software's.
- Computer literate with extensive IT knowledge of office equipment, hardware and other peripherals.
- Enthusiastic, flexible and capable of working on own initiative.
- Comprehensive understanding of the Data Protection Act.
- An ability to work to meet deadlines whilst ensuring accuracy and efficiency.
- Capable of working in a manner conducive with the production of high quality data.
- Ability to concentrate and sit for long periods.
- Laptop with good fiber-internet connection.

WORK EXPERIENCE

Mhofu Primary School, Harare, Zimbabwe
Data Capture Clerk

January 2013 – November 2019

- Captured student's data and performed updates for 1300 pupils into accounting package and Ms. Excel spreadsheets.
- Automation of Financial reports and analysis using Ms. Excel spreadsheets.
- Regularly updated debtors and creditors list using specialized software and Ms. excel
- Registered more than 150 grade 7 Zimbabwe School Examination Council (ZIMSEC) students every year from 2014 to 2019.
- Retrieved information from the system as required and make amendments whenever necessary.
- Performed routine back up of database on an external device
- Generated 90 % of statistical and word based reports required by the District Office, Provincial Office and Supervisors using Accounting package, Microsoft Excel and Word.
- Designed fill in data forms using Microsoft packages for data collection purposes
- Converted image files, pdf documents, csv files to editable word documents and other file formats.

- Handled inbound telephone and email queries from parents and suppliers.
- Occasionally carried out various administration tasks such as photocopying, scanning, filing and emailing.
- Performed data validation and specified manual checks ensure consistency and completeness

PROFESSIONAL QUALIFICATIONS

NQF Level 6 - Diploma in Information Technology

December 2010

SAQA CERTIFICATE OF EVALUATION LINK

<https://seals.prod.privyseal.io/5b121c5d-4d87-4c13-ab5d-c21e357af03b?type=pdf>

REFERENCES

Available upon request.