

## **CURRICULUM VITAE OF SANELISWA MAJWEDE**

### **PROFILE**

I am an ambitious female who is prepared to achieve the desired goals of the job description. A hard worker, self-motivated, goal orientated individual who is always looking for a challenge to enhance my skills and knowledge. I like to interact with other people, and adapt easily to different kind of environments. I have good communication skills, telephone skills. Well I am also able to work on different shifts and under pressure.

### **PERSONAL DETAILS**

Name	:	Saneliswa Patience
Surname	:	Majwede
Identity Numbers	:	0104120130083
Date of Birth	:	12 April 2001
Gender	:	Female
Contact Numbers	:	065 966 4527
Nationality	:	South African
Residential Address	:	NY1 no. 157 Gugulethu Cape Town 7750
Home Language	:	English (fluent)
Other Language	:	IsiXhosa(native) and Afrikaans(basic)

### **EDUCATION**

Matric Senior certificate 2018, Holy Cross High School

### **TRAININGS/CERTIFICATES**

- Primer's Advancement of Youth Work Readiness Training
- Introduction to office and project management
- Keyboard and word processing skills
- PRIMARY HEALTH CARE INFORMATION SYSTEM (PHCIS)
- Workbook fundamentals
- Windows basics and PowerPoint
- Web skills

## **WORK EXPERIENCE**

01 April 2019 to 31 March 2020: administration clerk and data capture(intern) at department of health (Gugulethu community health clinic)

- Admit and register patients
- Ensure availability of patients' folders
- Patient assessment and accurate data recording
- Handle patient enquiries provide support to supervisor
- Filling of folders and patient results
- Archiving (destruction of folders)
- Retrieving of folders
- Scan headcount record
- Assist doctor doing disability grant
- Data capturing

## **SKILLS/KNOWLEDGE**

- Experience in operating CLINICOM and PHCIS system.
- Computer literate (MS word and excel)
- Office administration
- Customer service orientated
- Good interpersonal and communication skills (verbal and written)
- Team work
- Integrity
- Ability to execute duties accurately and thoroughly
- Ability to work under pressure
- Strong sense of confidentiality
- Time management
- Adhering to principles and values
- Working with people
- Delivering results and meeting customer expectations
- Following instructions and procedure
- Relating and networking
- Planning and organising

## **REFERENCES**

1. Mr. L Makhamba (facility manager):021 633 0020
2. Ms. C Nikani (senior clerk):079 579 0858
3. Mrs. Ndindwa (Priest):074 770 0511