

PROFILE

Detail-oriented and reliable Data Capturer with experience in data entry, record management, and administrative support. Skilled in maintaining accurate databases, compiling reports, and ensuring data quality. Proficient in Microsoft Office applications and experienced in working with health information systems. Committed to supporting health programs through accurate data management and reporting.

CONTACT

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ADDRESS

4966 Gaika Street, KwaZakhele 3, Port Elizabeth, 6205.

DRIVING LICENCE

- Valid C1 & PrDP
- Own Vehicle

SKILLS/COMPETENCIES

- Data Entry & Record Management.
- Knowledge of DHIS, Tier.net, HCF & Microsoft Office Suite.
- Record and reporting of TB and HIV data.
- Attention to Detail & Accuracy.
- Time Management & Multitasking.
- Problem Solving & Analytical Thinking.
- Organizational & Administrative Skills.
- Customer Service & Communication.

HOBBIES

BONGANI SHIYANI

Data Capturer/Driver

EDUCATION

Nelson Mandela University
National Diploma in Sport Management
Date Graduated: 23rd April 2021

Kuyasa Combined School
Grade 12
Date Matriculated: November 2014

WORK EXPERIENCE

The Aurum Institute NPO – Data Capturer/Driver
Jan 2026 – Present

- Captured and updated patient and program data into electronic databases (HCF).
- Verified data accuracy and performed regular data clean-up.
- Generated daily, weekly, and monthly reports for management.
- Maintained confidential patient records and ensured secure filing.
- Assisted with monitoring and evaluation activities.
- Supported healthcare staff with administrative duties.
- Ensured all records were complete and compliant with reporting requirements.

The Aurum Institute NPO – Community Health Worker/Driver
Oct 2024 – March 2025

- Safely transport specimens to laboratories, ensuring adherence to company vehicle regulations.
- Comply with health and safety protocols for transported individuals.
- Verify medication labeling and adherence compliance.
- Conduct home visits for missed appointments.
- Collect, manage, and report data efficiently.
- Educate participants on medication, research, tuberculosis (TB), and adherence.
- Provide on-site support as required.
- Assist with additional tasks and responsibilities as directed by management.

Momentum Metropolitan - Financial Advisor
March 2024 – June 2024

- Assist clients in achieving their financial life goals and addressing complex financial situations.
- Develop and implement strategies to optimize financial resources for short and long-term success.
- Provide tailored financial solutions, including Funeral Cover, Life Cover, Hospital Plan, Education Plan, and Retirement Annuity.
- Guide clients in making informed decisions to secure their financial well-being.

Wise Cracks – Claims Office Administrator
Nov 2023 – Feb 2024

- Enhance office efficiency through effective administration, management skills, and financial expertise.

- Soccer.
- Mountain Bike Race.
- Athletics, Cricket.
- Reading and Road.
- Long-distance Running.

- Liaise with insurance brokers on behalf of clients to facilitate seamless communication.
- Handle the registration of claims with accuracy and attention to detail.
- Utilize Pastel accounting software for financial management and reporting.
- Prepare and organize income/expenditure statements and petrol slips for proper record-keeping.

AOS Consultants – Office Manager

July 2023 – August 2023

- Procured office supplies and equipment to ensure operational efficiency.
- Engaged with clients on project-related matters, offering support for seamless service delivery.
- Assisted in developing personalized domain websites and designing logos, posters, business cards, and share certificates.
- Provided guidance to clients to ensure compliance with tax laws.

Nemato Change a Life - Sport Administrator

September 2020 – March 2021

- Performed office administration tasks including telephone management, filing and indexing, correspondence, and reprography.
- Managed meeting responsibilities and procedures to ensure smooth operations.
- Oversaw the organization's financial management, including income/expenditure statements and budget preparations.
- Registered new members within sport clubs, supporting membership growth and engagement.

KaziBantu Project - Fitness Tester

January 2019 –October 2019

Functional Sciences, Hand-grip strength, Blood pressure, Bleep test, to check pupils' illness and fitness levels, such as aerobic fitness. Data capturing.

REFERENCES

Ms. Refilwe Mototo from The Aurum Institute NPO

RMototo@auruminstitute.org | 0660782656

Mr. JP Alias from The Aurum Institute NPO.

JPAlias@auruminstitute.org | 083 326 0187.

Miss. Sanezwa Twatwa from Metropolitan

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Mr. Lindikhaya Bolo from Wise Cracks

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Mrs. Alicia Shunqu from AOS Consultants.

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Mr. Jan Blom from Nemato Change a Life

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Mrs. Danielle Dolley from KaziBantu Project

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