

SINETHEMBA GONYELA

CURRENT PROFILE: DATA CAPTURER

EDUCATION

Walter Sisulu University

2019 Degree Baccalaureus Technologiae : Cost and Management Accounting

2016 National Diploma: Cost and Management Accounting

Upper Gwadu Senior Secondary School

2010 National Senior Certificate

WORK EXPERIENCE

Aquity – Data Capturer

December 2021 – 30 September 2025

- Ensure accurate daily electronic data capturing in the government databases and consolidation for designated service points.
- Ensure that all data captured and entered has been verified for quality and accuracy.
- Validate data to ensure correctness, completeness, and consistency.
- Compile routine statistical reports on TB data.
- Maintain and update all relevant TB and HIV registers.
- Capture incoming clinical data on clients identified from the mobile and outreach teams.

Central Clinic (BCM) : Case Manager (MatCH)

May 2020 – September 2021

- Same day treatment literacy
- Adherence counseling
- Trace defaults to come back for care
- Monitor High viral load clients
- Provide integrated HTS service to clients

Siyahluma Investment Solutions: Reporting accountant

May 2018 - April 2019

- Preparation of income statement, balance sheet and cash flow statement
- Calculation of loan amortization on new client and updating of payments in the loan amortization
- schedule
- Downloading of daily bank statement to check clients that have paid and record payment in the loan

PROFILE

I am a 32-year-old female whose objective is to work in an environment which encourages me to succeed and grow professionally, where I can utilize my skills and knowledge appropriately.

To enhance my professional skills, capabilities, and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

I seek challenging opportunities where I can fully use my skills for the success of the organization.

I pride myself to be a loyal and passionate. I have demonstrated my willingness to work over and above the job requirement and prevailed under immense pressure to meet deadlines.

My working style is inclusive, and I believe in inspiring and cultivating a culture of integrity, good work ethic, and commitment to the team

CONTACT

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Code B driver's license

REFERENCES

A. Gangatha- Aquity (Data Quality Officer) 078 371 5532

Mr U Wambi (Bus. Dev. Manager) 084 975 4411

Mrs M Magazi (Roads & Public Works) 043 711 5736

T Vuyo (Professional Nurse) 081 781 9889

EDUCATION

Walter Sisulu University

2019 Degree Baccalaureus Technologiae: Cost and Management Accounting 2016

National Diploma: Cost and Management Accounting

Upper Gwadu Senior Secondary School 2010

National Senior Certificate

PERSONAL INFORMATION

Identity number : 9307130986086

Gender : Female

Language abilities: Excellent English and IsiXhosa

Driver's license : Code B

WORK EXPERIENCE

AQUITY – DATA CAPTURER DECEMBER 2021 – 30 SEPTEMBER 2025

- Ensure accurate daily electronic data capturing in the government databases and consolidation for designated service points.
- Ensure that all data captured and entered has been verified for quality and accuracy.
- Validate data to ensure correctness, completeness, and consistency.
- Compile routine statistical reports on TB data.
- Maintain and update all relevant TB and HIV registers.
- Capture incoming clinical data on clients identified from the mobile and outreach teams.
- Ensure that all data are captured according to the DOH standard operating procedures.
- Ensure that data is transmitted to relevant manager/s within the set timeframes.
- Participate in data quality management by performing the required data verifications, data quality assurance and control measures.
- Complete daily, weekly, monthly reporting templates accurately and timely submission thereof.
- Support facilities to address emerging data management issues.
- Perform all necessary administrative duties related to data capturing.
- Liaise with facility staff regarding recording and reporting of TB data.
- Work closely with the TB focal person/s and facility manager.
- Attend relevant trainings and meetings as required.
- Report directly to the assigned supervisor in the facility who will monitor day to day activities and approve timesheets.
- Also report to the AQUITY Innovation's M&E officer, according to the organization policies, procedure, and Global Fund requirements.

CENTRAL CLINIC (BCM) : CASE MANAGER (MATCH) MAY 2020 – SEPTEMBER 2021

- Same day treatment literacy
- Adherence counseling
- Trace defaults to come back for care
- Monitor High viral load clients
- Provide integrated HTS service to clients
- Make sure all clients remain on treatment
- Doing Client elicitation (Index)
- Assist in capturing all HIV positive clients on Tier.net
- Assist in capturing all TB clients

MNTWANA CLINIC (AN): DATA CAPTURE (MATCH) MAY 2019- APRIL 2020

- Capturing of new positive clients on Tier.net and ETR.net
- Filling of patients
- Data validation
- Do patient back up
- Capture patients who are transfer out and transfer in
- Assist on capturing clients on HPRS
- Assist in retrieving of files and capturing information
- Add a user to the system
- Capture all TB patients
- Capture all Viral Load results

SIYAHLUMA INVESTMENT SOLUTIONS: REPORTING ACCOUNTANT MAY 2018 - APRIL 2019

- Preparation of income statement, balance sheet and cash flow statement
- Calculation of loan amortization on new client and updating of payments in the loan amortization schedule
- Downloading of daily bank statement to check clients that have paid and record payment in the loan amortization file
- Communication with the clients on loans paid and confirmation of outstanding balances
- Send follow up messages on clients that are outstanding in their debts
- Liaise with colleagues to ensure that contract is signed before paying of new loan.

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DEPARTMENT OF ROADS AND PUBLIC WORKS: FINANCE INTERN APRIL 2017 - MARCH 2018

Pre-Audit

- Receiving commitments from supply chain, logistics and record those on register spread sheet on excel
- Checking allocations on logis
- Issuing of internal control certificates
- Audit payment vouchers prior and post payment and verify signatories
- Audit Bas, Logis and Persal documents
- Record rejection of orders on the book register
- Provide pre-audit services to the district including suppliers and travel claims
- Compile monthly reports
- Filling pre-audit documents

Expenditure

- Receive invoices with orders from CRU, and record them on the register
- Capture invoices on LOGIS Black screen, invoice number, invoice date and amount
- Compile vouchers for verification and signatory
- Submit payment vouchers to pre-audit and receive back the pre-audited vouchers
- Capture payment vouchers on Logis procurement integration for preauthorization

Budget Planning and Control

- Assist in compiling budget as per treasury regulations
- Compile and capture journals, shifting of funds
- Confirm the availability of funds
- Audit payments, and audit & verify claims