

Nosiviwe Magumasholo

22 Gxara Village Morgan bay
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Objective

To enhance my professional skills, capabilities and knowledge in an organisation which recognises the value of hard work and trust me with responsibilities and challenges.

Experience

- AQUITY INNOVATIONS** 01/02/2023 - 30/09/2025
 - TB Service Officer
 - Tracing TB and HIV/AIDS Defaulters back to care
 - Collecting sputums
 - Providing HIV Testing Services (HTS)
 - Providing accurate health information
 - Providing and promoting ART adherence
 - Filling up lab forms
 - Tracing and screening patients and local clients for TB
 - Educating people about TB
 - Breaking the stoicism around TB
 - Capturing new HIV and TB patients on Tier.Net
 - Updating patients visits on Tier.Net
 - Making sure all TB/HIV files are being updated by nurse in charge
 - Making sure under 5 children are starting on IPT if they are close contacts of the Index
 - Capturing daily reports on Redcap system
- Department of Health Newlands Clinic** 01/06/2020 - 31/03/2022
 - Data capture
 - Capturing on Tier.Net
 - Electronic Vaccination Data System
 - Synchronisation National communication in Health
 - Health Patient Registration System
 - Sorting out patient files and lab results
 - All clinical filling systems
- MM Royal Investments** 01/04/2020 - 31/12/2022
 - Receptionist
 - Data entry accurately entering information into databases or spreadsheets.
 - Filling and record keeping maintaining organised files both physically and digitally
 - Scheduling coordinating appointments meeting and events
 - Communication handling phone calls , email and correspondence
 - Database management updating and maintaining office supplies
 - Mail handling processing incoming and outgoing mails
 - Receptionist duties greeting visitors, answering phones and directing inquiries
- Department of Child Welfare SA (Asibavikele)** 15/02/2018 - 31/01/2010
 - Volunteer
 - Collecting information of abused and neglected children in the community
 - On going visits
 - Referring cases to the relevant stakeholders

Home visits to child headed homes
 Helping children with homework
 Creating safe spaces for children

- **IEC** -
 Vosters Roll Offer
- **Khari Gude** -
 Educator
 Teaching old people how to read and write
 Basic education level
- **Mpongo Park Private Game Reserve** -
 Cookery
 Preparing meals for guests
- **Bumbingomso** 2019 - 2020
 School/Community Mentor
 Helping young girls reach their full potential's
 Camp facilitating
 Coordination school girls and community societies creating safe spaces for them
 Homework groups
 Book clubs

Education

- **Nonceba High School** 2007
 Matric
- **Child Welfare South Africa** 2008
 HIV/AIDS and The care of children
- **MSC** 2009
 Advanced Certificate IT(End-user computing)
 Academic progress report
- **MSC** 2010
 Computer Software Skills
 Skills Certificate
- **Academic College of South Africa** 2015
 Professional Cookery
 National Certificate
- **TELF Programme Development Institute** 2019
 TELF Teaching

Skills

- The ability to work independently The ability to learn challenging concepts quickly The ability to work under tight deadline and pressure Good communication and team work skills Verbal, writing and presentation skills The ability to build relationships across wide range of people Leadership skills Planning and decision making Critical thinking skills Time management Problem solving and conflict resolution

Reference

- **Tina - "AQUITY INNOVATIONS "**
Social worker/ Reporting Manager
0659733984
- **Apiwe Poni - "Newlands Clinic"**
Professional Nurse
0605087537
- **Matemba Mbidlane - "MM Royal Investments "**
Owner
0833550044

Driver's License

- Code C1

Tax Number

- 0607657194