

MAHAUTSANA NTLAHLA

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Personal Details

- Date of Birth : 02091993
- Nationality : South african
- Gender : Female

Languages

- English
- Sesotho
- Isixhosa

Additional Information

Drivers licence code C1 (PRDP)

Objective

I am a highly driven recent business school graduate, seeking a full-time position in information officer, office administration, Data Capturing and in Human resource management where I can lend my knowledge of market analytics to help organisation to improve profitability.

Experience

- **Aquity innovations** 20/09/2021 - 30/09/2025
DATA CAPTURER
Capture patient data on TIER.Net, ETR and DHIS
Ensure daily data capturing of patient records
Collect and collate tally sheets
Daily retrieving of patient files
Update HIV care, TB suspects and treatment
Submit weekly and daily statistics
Capturing of TB id register
Maintain database ensure data quality and integrity
- **Match institute** 01/04/2021 - 31/08/2021
FILLING CLERK
Sorting files alphabetically
Creating or updating with new file and information
Pulling patients files
Monitor inventory of files, paper clips and report shortages
Follow policies & confidentiality dictation to safeguard data
Develop an efficient filling system to make updating and retrieving files easier.
- **Department of health** 01/08/2019 - 28/02/2021
HUMAN RESOURCE MANAGEMENT EXPERIENTIAL LEARNER
HR RECRUITMENT
I was assisting in advertising vacant posts for our organization on PERSAL system
Also dealing with recruitment and selection, appointment, relocation, induction of newly employed staff
Submit overtime of some employees at pre-audit in the district office and do follow up until it reaches

the salaries department.

HR LEAVE, PENSION MANAGEMENT

receive leaves from all staff records and capture them on PERSAL system

Assist in terminate retired members.

Assist employees on how to fill GEPP form.

Etc

HR BENEFITS

capturing of contracts on PERSAL system.

Receive PMDs reviews from all employees

Compile PMDs. etc.

HR DEVELOPMENT

Administration of Cuba program

Compile statistics of training undertaken

Ensure policy and procedures

HR LABOUR OFFICE

Assisting in investigate of grievances

Ensure registers are signed in meetings

Assist writing reports.etc.

REGISTRY OFFICE

Receive incoming and outgoing emails

Faxing out documents and receiving fax

Sort out payslips at registry.etc.

Education

- | | |
|--|------|
| • Ingwe TVET College
Diploma | 2019 |
| • Ingwe TVET College
Office Administration | 2017 |
| • Mount Ayliff s.s.s
Matric
12 | 2013 |
| • K.I.B College
Computer | 2015 |
| • Global health E-Learning(USAID)
Data quality | 2020 |
| • Global health E-learning
Data use for program manager | 2021 |
| • Ululo Empowering Technologies
Data Capturing | 2022 |
| • Global Health E-learning(USAID)
M&E Holistic ECD Program | 2023 |

Skills

- Computer skill
- Team building
- Management skill
- Communication skill

- Good customer service skill
- Good Planning
- Organisational skill

Reference

- **Z.Williams - "Aquity innovation"**

Quality improvement officer
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073 194 4234/ 043 711 4155

- **S Mveli - "Match institute"**

M&E Office
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073 254 5567

- **S Kave - "Aquity"**

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