

1586 Tshonti Street
Tinarha
Ilinge 5330
Date: 23 December 2025

Human resource
Aquity Innovations
Info@aquity.org

Dear Sir/Madam

Application for the data capturer position

I am a 35-year-old female, who is familiar with DHIS, Tier.net, EDRWeb and HPRS as I was a data capturer for Health Systems Trust at Queen Nonesi Clinic, data capture at Baziya CHC and a data capturer at Isilimela Hospital (MDR site) for Aquity Innovations. I believe that my experience and education will make me a very competitive candidate for this position. I am looking to embark on an exciting career path with a company, where I can really make a difference.

I am a hard worker, self-motivated, goal-oriented 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 kinds of environment. I have good communication skills, telephone skills. I have since developed my desire in the marketing and Information technology industry to empower more knowledge I can work different kinds of shifts and under pressure. I look forward to hearing from you, thank you for your time and consideration.

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Sincerely

Sinazo May

Curriculum Vitae – Sinazo May

Date of birth: 30 August 1990 • Email: may.sinazo@gmail.com • Mobile: 0786507655/0608032253

Address: 1586 Tshonti Street, Ilunge 5330

Profile

I am a 35 year old ambitious female who is prepared to achieve the desired goals of the Job description. I am a hard worker, self-motivated, goal oriented 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 kinds of environment. I have good communication skills, telephone skills. I have since developed my desire in the marketing and information technology industry to empower more knowledge I am able to work different kinds of shifts and under pressure. I can speak isiXhosa and English fluently. I have a valid code B driver's license.

EDUCATIONAL BACKGROUND

Year : 2008

Qualification: Matric

Institution : Maria Louw High School

Subjects : Mathematics, Accounting, Economics, Business studies, English, Afrikaans and Life Orientation

2016-2017

Qualification : level 4 IT Technical support

Institution : Silulo Ulutho Technologies

2015

Institution : Ikhala FET College

Qualification : ICDL certificate

2009-2011

Institution : Rosebank College

Qualification : Diploma in Marketing Management

04/05-30/04/2025

Institution : Health Information System Program

Qualification : WebDHIS Foundation V2.40 (Self –paced)

WORK EXPERIENCE

Position: Data capturer for Aquity Innovations at Isilimela Hospital (MDR site)

Year : 01 September 2022 to 31 September 2025

Position: Data capturer for Aquity Innovations at Baziya CHC

Year : 25 May 2020 to 31 August 2022

Duties

- Attending clients and registering them on HPRS
- Capturing MDR clients on EDR Web
- Capturing DS TB and HIV clients from blue files/OPD files on Tier.net
- Capturing TB Identification register on Tier.net
- Generating TB and HIV reports
- Compiling monthly statistics and capturing on DHIS
- Populating data for Quarterly reviews
- Data verification in wards
- Populating data for statistics verification and validation meetings
- Populate data on Redcap
- Conduct DQAs with my team using the Mini DQA tool

Position: Data Capturer for HST at Queen Nonesi clinic

Year : 01 April 2018 to 31 October 2018

Reason for leaving: Contract ended

Duties

- Attending clients and registering then on head count register
- Filing and administrative duties
- Capturing patient data from Patient health record on tier.net
- Export data on a weekly basis, and attend to data queries
- Archiving data and cohort reports to MS Excel
- Generate reports : HIV Reports
- TB Reports
- Workload Report
- Capturing client results
- Update and maintain information on computer systems
- Apply good clinical Practice principles to all work done, including maintaining strict confidentiality of patient data
- Ensure high standard of data quality through accurate Timely data validation and Quality assurance.
- Capturing statistics on DHIS

Position: Technical support (training) at Silulo ulutho technologies

Year: 01 June to 30 November 2017

Reason for leaving: Contract ended

Duties

- Troubleshoot Pc's
- Pc repairs
- Maintaining the companies Pcs
- Checking computer hardware (HDD,mouses)
- Installing software's
- Assist in making copies, typing and printing
- Customer service

Position: Field worker (data cleansing project) for Lukhanji Municipality

Year: 2015

Reason for leaving: Contract ended

Duties

Going in door to door collecting Data for the municipality

Position: Deputy Presiding officer for IEC from the 8th -9th of May Elections

Year: 8 to 9 May 2019

Reason for leaving: Contract ended

Duties:

- Managing the oting process in the sub-station
- Managing the staff and administrative duties assigned to me by the Presiding officer
- Handle all queries and problems at the sub-station
- Files disputed ballots in the marked box file
- Rotates roles of voting sub-station staff and when deemed necessary
- Making home visits for voters who applied for special votes.

SKILLS AND COMPETENCIES

- Time management
- Communication skills
- Office administration
- Service excellence
- Hard working
- Problem solving
- Telephonic skills
- Computing Skills (Microsoft word, database, desktop publishing, spreadsheet and presentation software)
- Flexible and Trustworthy
- Friendliness
- Public Relations
- Decision Making

REFERENCE

Miss Zikhona Plaatjie (Information officer at Isilimela Hospital, Supervisor)

Cell: 0721774156

Miss Unathi Kweza (Aquity Innovations MERL Manager)

Cell: 0733795163

Mrs. Kamva Yivani (Aquity Innovations NIMDR Coordinator)

Cell : 0786497599

Miss Qhama Mahlulo (Aquity Innovations NIMDR Coordinator Former Manager)

Cell: 0733795163