

CURRICULUM VITAE OF SIMAMKELE MGUDLWA

PERSONAL PROFILE

- ❖ Personal Integrity and able to relate and to create trust in everything
- ❖ High articulate, confident and persuasive team-builder, able to motivate and communicate to achieve exceptional performance.
- ❖ Dependable and reliable in supporting and enabling team effort to produce genuine long-term High
- ❖ Persistent and flexible approach when dealing with problems
- ❖ Very passionate about my work
- ❖ Hard worker and goal driven.

PERSONAL DETAIL

First Name : Simamkele
Surname : Mgudlwa
Identity Number : 971025 0161085
Gender : Female
EE Status : Black
Nationality : South African
Languages Spoken : English, Xhosa, Zulu & Sesotho
Residential Address : 27 Beacon Hurst Drive, Beacon Bay
East London
5241
Contacts : 0603126192
Email Address : simamkelemgudlwa88@gmail.com

EDUCATIONAL QUALIFICATION

Institution : Graceland Education Centre
Highest Grade passed: Grade 12 (Matric)
Year : 2016
Subject Passed : English Home Language, Afrikaans First Additional Language,
Mathematical
Literacy, Life Orientation, Geography, History, Tourism

ACHIEVEMENTS : 3 Medals in sports
Skills : Enthusiastic, Handworker, Active Listening, Communication, Computer Skills, Customer Service, Leadership, Management Skills, Problem-Solving, Time Management, Transferable Skills

TERTIARY QUALIFICATION

Institution : Independent Institute of Education
: (Rosebank College, Braamfontein)
Qualification : Diploma in Confederation of Tourism and Hospitality
Modules Passed : 1. Essentials of Human Resource & Business computing in Hospitality Tourism
2. Essentials of Marketing & Customer relationships in Hospitality & Tourism
3. Essentials of Tourism & Hospitality operations
4. Tourism & Hospitality Industry
Year : 2017
Institution : MSC Business College, East London
Qualification : Diploma in International Tourism
Modules Passed : 1. Computer Proficiency
2. Communication for Business
3. Tourism Industry and Geography
4. Customer Service in the Tourism Industry
5. Tourism Industry
6. Tourism Management
Year : 2018 (Year 1)
Modules Passed : 1. MS PowerPoint
2. Tourism Marketing
3. Tourist Attractions and destinations 102
4. Managing Tourism Products, Services and People
5. Tourism Financial Accounting
6. Computerized Travel Application (GDS)
Year : 2019 (Year 2)

WORK EXPERIENCE

1. Organization : AQUITY Innovations NPC
Position : Data Capture
Period : September 2021 – 30 September 2025

Duties

- ❖ 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.
- ❖ Reporting The Data Capturer will:
- ❖ 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.

Experience Skills Obtained at Aquity

- Effective decision-making skills
- Analytical and problem-solving skills
- Ability to build, lead, and motivate effective teams
- Ability to work independently and manage self towards goals
- Willingness to undertake additional tasks when necessary
- Effective delegation to and development of project staff
- Excellent communication skills (both interpersonal and written)
- Ability to work in a fast-paced environment
- Ability to quickly learning new systems and technology
- Ability to work well in a multi-cultural environment
- Strong project management skills.
- Ability to think strategically, proactively identify barriers and risks, and optimize use of the resources at hand.
- Strong project management skills.

Computer Skills

- ❖ EDR-Web
- ❖ Tier.Net
- ❖ Web DHIS
- ❖ RedCap
- ❖ Ms Word
- ❖ Ms Excel
- ❖ Audio Typing Microsoft Outlook
- ❖ PowerPoint and Logistics

2. Organization : **Kheth'impilo**
Position : Filing Clerk
Period : October 2018 – 28 March 2019
Reason for Leaving : Contract Expiry

Duties

- ❖ Creating file for new clients
- ❖ Handle patient files
- ❖ File patient file according to facility's filing system
- ❖ Extract patient files for professional nurses and file back.
- ❖ Filing of finalized results

3. Organization : **Kheth'impilo**
Position : Data Capturer
Period : April 2019 - September 2019
Reason for Leaving : Contract Expiry

Duties

- ❖ Capturing on Tier.Net
- ❖ Maintain and update all relevant registers (ART and Pre- ART)
- ❖ Capture data daily, weekly or monthly on DHIS, Tier.Net and any other health information system that maybe introduced to health facilities.
- ❖ Data cleaning, editing and maintenance of data at site.
- ❖ Develop maintain a monthly work plan and submit monthly and report to Professional Nurse.
- ❖ Reporting data to Data Quality officer
- ❖ Other duties are requested by Professional Nurse or DQOs

Computer Skills

- ❖ EDR-Web
- ❖ Ms Word
- ❖ Ms Excel
- ❖ Audio Typing Microsoft Outlook
- ❖ PowerPoint and Logistics
- ❖ Tier.Net
- ❖ Datim
- ❖ Web DHIS

3. Organization : **MSC Business College East London**

Position : Office Assistant (Bursary Trainee)

Duration : October 2019 – Dec 2020

Reason for Leaving : Contract Expiry

Duties

- ❖ Office Assistance
- ❖ Sales consultant
- ❖ Call center assistance
- ❖ Marketing and recruiting
- ❖ Reception
- ❖ Data Capturing
- ❖ Assisting around the company

4. Company : **Independent Institute of Education**

: Rosebank College, Braamfontein JHB

Position : Community Engagement Subcommittee member

Duration : 2017 – 2018

Reason for Leaving : Contract Expiry

Duties

- Event Management (Planning, Logistics & Concept development).
- Fundraising (Marketing, Sales & budget)
- Communication
- Stakeholder relations /Engagement.
- Promotion (Advertising of Events & Recruitment).

Skills Developed

- Public Speaking
- Managing budget and team
- Balancing Deadlines
- Working with Diverse groups

Skills Developed

- Computer Literate & Computer Proficiency
- Managing budget and team
- Balancing Deadlines
- Working with Diverse groups
- Office Administration skills
- Digital Marketing experience

REFERENCES

1.1 Contact Person : Siyabonga Kave
Company : AQUITY Innovation NPC
Position : BCM Program Assistant Manager
Contact : 083 984 9921
Email : siyabongak@aquity.org

1.2 Contact Person : Fezeka Swaartbooi
Company : AQUITY Innovation NPC
Position : Quality Improvement Officer
Contact : 079 657 3569
Email : fezeka.tshona@gmail.com

1.3 Contact Person : Asavela Gangatha
Company : AQUITY Innovation NPC
Position : BCM MERL Officer
Contact : 0783715532
Email : asavelag@aquity.org

2. Contact Person : Pelokazi Pinzi
Company : Kheth'impilo
Position : Manager- DQO
Contact : 0730876683
Email : pelop.pinzi@gmail.com

3. Contact Person : Nomazulu Hlengwa
Company : Kheth 'Impilo- Filling Clerk
Position : Manager - DQO
Contact : 076 231 787



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Full Name
MGUDELWA
Surname
SIMAMKELE
Sex
F
Nationality
RSA
Identity Number
9710250161085
Date of Birth
25 OCT 1997
Country of Birth
RSA
Status
CITIZEN

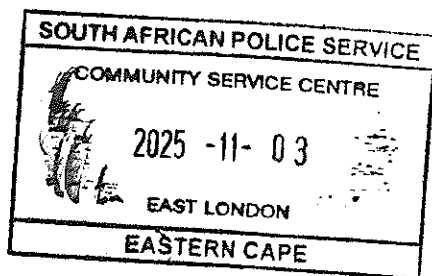
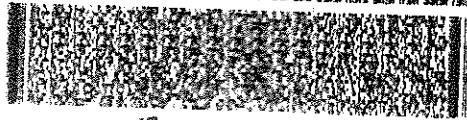


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DRIVING LICENCE SADC **ZA** **SOUTH AFRICA**

CARTADE CONDUCAO
S MQUJLWA

ID No.: **02/9710250161085** **FEMALE**

Birth: **25/10/1997 ZA** Restriction: **0**

Licence Number: **13040006MD09** No.: **1**

Valid: **27/03/2025 - 26/03/2030**

Issue: **2A**

Code: **B**

Vehicle restriction: **0**

First issue: **22/02/2022**

Prof. driving permit: **G.P**

Expiry date: **25/03/2027**

SOUTH AFRICAN POLICE SERVICE

COMMUNITY SERVICE CENTRE

2025 -11- 03

EAST LONDON

EASTERN CAPE

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DRIVER RESTRICTIONS

0 None
 1 Glasses / Contact lenses
 2 Artificial limb

PDP CATEGORIES

P Passengers
 D Goods
 D Dangerous goods

VEHICLE RESTRICTIONS

0 None
 1 Automatic transmission
 2 Electrically powered
 3 Physically disabled
 4 Bus > 16000 kg (GVM) permitted

A		A1		GVM ≤ 125 cc
B		GVM ≤ 3500 kg		
C1		GVM ≤ 750 kg		
C		GVM ≤ 16000 kg		
EB		EC1		
EC		EC		



Certificate of Completion

This is to certify that

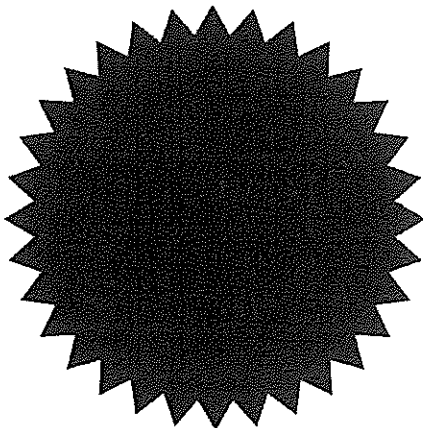
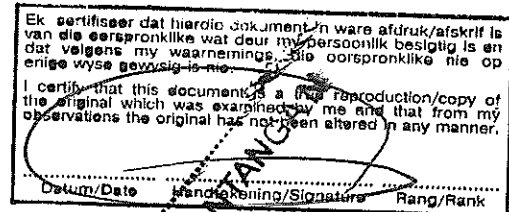
Simamkele Mgudlwa

ID 9710250161085

has successfully completed

***Diploma
International Tourism***

SAQA ID: 65860 NQF Level: 6 Credits: 240



Date of Completion: 23 September 2020

Date of Issue: 8 October 2020

910191

MSC Education Holdings (Pty) Ltd

Department: Higher Education & Training Reg. no: 2008/FE07/112

Company Registration no: 2002/024160/07

Certificate of Completion

awarded to

Simamkele Mgudlwa

for successfully completing

webDHIS Foundation v2.38 (Self-paced)

on

20 September 2023

Certificate No: 293d7a00-579e-11ee-950c-537294ae4089
Issued by Health Information Systems Program - South Africa



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



Health Information Systems Program • SA

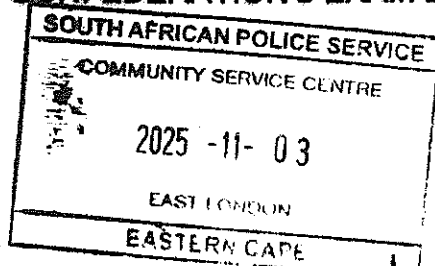
Diploma

CTH Level 3 Diploma in Tourism and Hospitality

AWARDED TO

Simamkele Mgudlwa

WHO HAS SUCCESSFULLY PASSED THE REQUIREMENTS OF THE
CONFEDERATION'S EXAM BOARD FOR THIS QUALIFICATION



General Manager

Chief Examiner

06 November 2017

Date

86516

Candidate Number

600/7003/1

National Qualification Accreditation Number

Ofqual



Certificate No: 17392-1

amadeus



Certificate of Achievement

This is to certify that Simamkele Mgudlwa

Has successfully completed Novice Course

On 28/10/2019 - 08/11/2019

A handwritten signature in black ink, appearing to read 'Jacqui McGovern'.

Jacqui McGovern
Training manager
Amadeus Southern Africa

Ek sertifiseer dat hierdie dokument 'n ware afskrif/afskrif is van die oorspronklike wat deur my persoonlik bevestig is en enige wyse gewysig is nie.

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