

**CARRICULUM VITAE
OF
ASANDA MGWIGWI**

Objectives: To be a well-rounded professional public servant with sound skill and leadership qualities in the field of Data Analysis/ Administration and add value to the public and private sector fields.

PERSONAL DETAILS

Name	Asanda
Surname	Mgwigwi
D.O.B	770531
Drivers license	Code 10 (C1)
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ACADEMIC QUALIFICATION

Year	2019
Institution	University of Fort hare
Qualification	Bachelor of Theology
Modules	- Psychology (2 years) - Pastoral counselling and care - Theology in Biblical studies - Theology in Religious studies - African languages Xhosa (three years)
Year	1996
Institution	Thobelani High School
Subjects	- English - Afrikaans - Xhosa - Biblical Studies - Agriculture

TRAININGS AND SHORT COURSES

Year	2025
Training	HCF Training (X-Ray)
Institution	AQUITY INNOVATIONS
Modules	- Installing HCF - Capturing data on HCF - Updating EMR records using HCF - Case management on the HCF

Year	2022
Training	Data management systems
Institution	Beyond Zero Organization
Modules	• KVAP (system) • Desktop Power BI (system) • Data verification • POPI Act & confidentiality
Year	2016 (2 weeks)
Training	Data capturing
Institution	TB HIV Care (Department Correctional services)
Modules	• Tier.net • HPRS • IHPS
Year	2016 (2 weeks)
Training	HIV rapid test training & TB screening
Institution	THC (TBHIVCARE)
Modules	• National HIV algorithm • Legislation & Ethics • Rapid test & finger pricking • Safety and universal precautions • Quality assurance • Record keeping and documentation • Sputum collection
Year	16 July 2010
Courses	• End User Computer Literacy • National Certificate • Typing skills • Introduction to computer • Microsoft Word (advanced) • Microsoft Office/ Office administration • Microsoft Excel • Microsoft Power Point • Microsoft Access • Email & Internet
Qualification	
Modules	

WORK EXPERIENCE

Year	April 2023- September 2025
Organization	AQUNITY INNOVATIONS
Position	Data Capture/Driver
Mobile Digital Chest X-Ray	
Duties	• Prepare the vehicle for community outreach and maintain accurate vehicle log • Data capturing and data management • Ensure data is up to date • Generate weekly and monthly reports • Support the process of Quality improvement plan • Conduct filing and administrative duties

Year	18 October 2021- 31 April 2022
Organization	Beyond Zero
Position	Data Capture
Programme	• Adolescent Girls and Young Woman • Adolescent Boys and Young Man • Male having sex with other Male • Transgender
Duties	• Conduct Data quality check/ Verification • Support sites visit for data verification • Conduct presentations of data quality issues detected • Support the process of Quality improvement plan • Review data on various systems for reporting & collection.

Commented [AM1]:

Year	10 November 2020 – 30 September 2021
Reason for leaving	End of contract
Institution	THC (TBHIVCARE)
Position	Roving data capture / driver
Programme	Care and treatment
Duties	• Driving other DCs to their respective facilities • Support facilities to ensure all relevant data is accurately captured into Health information system e.g. DHIS and Tier.Net • Ensure facility generates daily, weekly, and monthly Tier.Net line list reports. • Collect and verify data against facility weekly tally books to ensure data quality. • Interact with colleagues and project management to ensure fulfilment of project objectives. • Interact with DOH and THC to capture relevant subject related information. • Ensure that weekly, monthly and Ad-hoc reports are submitted on time • Responsible for patient file retrieval and new file documentation for clients with appointments. • Capturing of new initiated clients on TB and HIV and capturing of transferred in (TFI) and Out (TFO) clients. • Ensure good filing storage and good quality data capture and recoding on Tier.Net • -Capturing of TB identification register, HTS register, HIV related files, Lab results. • -Retrieval of Early missed, late missed and Unconfirmed lost to follow clients and refer them for tracing.

Year	01 April 2016- 30 October 2019
Reason for leaving	End of contract
Employer	THC (TBHIVCARE) Amathole correctional services
Position	Data capture / Driver
Programme	Care and treatment
Duties	• Ensure facility generates daily, weekly, and monthly Tier.Net line list reports. • Collect and verify data against facility weekly tally books to ensure data quality. • Interact with colleagues and project management to ensure fulfilment of project objectives. • Interact with DOH and THC to capture relevant subject related information. • Ensure that weekly, monthly and Ad-hoc reports are submitted on time • Responsible for patient file retrieval and new file documentation for clients with appointments. • Capturing of new initiated clients on TB and HIV and capturing of transferred in (TFI) and Out (TFO) clients. • Ensure good filling storage and good quality data capture and recoding on Tier.Net • -Capturing of TB identification register, HTS register, HIV related files, Lab results. • -Retrieval of Early missed, late missed and Unconfirmed lost to follow clients and refer them for tracing. • -Checking the clinical stationery and
Attributes	
	• Experience in data capturing and data analysis • Quick learner • Team oriented • Ability to cope with pressure • Ability to work for long hours to meet deadlines • Pay attention to detail • Problem solving skills • High concentration levels

REFERENCES

Name & Surname	Organization	Position	Contacts
Ms N Makinana	AQUITY Innovations	Manager	065 8690776
Mr A. Tokwe	AQUITY Innovations	M&E Officer	073 727 3631
Ms G.Nkabinde	Beyond Zero	M& E officer	072 145 7992