



CURRICULLUM VITAE-LINDA NAYI

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PROFILE

I am a 41-year-old ambitious female, who is prepared to achieve the desired goals of a Job description. My work experience has given me the ability to build good client relationships, problem solving and a detail-oriented working style. Furthermore, I have also acquired the skill to understand the significance of high quality when dealing with clients as well as Stakeholders.

I am a hard worker, self-motivated, goal-oriented individual who is always looking for a challenge to enhance my skills and knowledge, I interact very well with other people and adapt easily to different kinds of environment. I have good communication, telephone, data management skills and able to work under pressure and in addition can speak isiXhosa and English fluently.

WORK EXPERIENCE

Company ***Kheth'Impilo***

Position Data Capturer

Period 2009 - 2012

Duties

- Register Clients
- Create folders for new clients
- Facilitate booking of clients
- Ensure proper storage and management of client folders
- Managing and keeping filling system updated
- Collect, capture and analyse data and monthly statistics
- Take minutes in monthly feedback meetings

Company ***Beyond Zero***

Position Information Officer/ Supervisor

Period 2013-2016

Duties

- Visit, support, and mentor Department of Health facilities with Health Information System Programmes
- Using tools developed by Department of Health to assess whether or not TIER.NET systems are clean
- Where shortcomings have been identified have, and develop an action plan in conjunction with Facility Manager to implement correct data management measures before leaving the facility
- Monitor progress of implementation thereafter
- Participate in facility Tier.Net Sign Off
- Attend Data Verification Cluster meetings as well as Joint Imports
- Providing in-service trainings and coaching of Data Monitors as well as Nurse Mentors
- Supervising a team of five Data Monitors
- Overseeing 60 Health Facilities under the Amahlathi District
- Compiling Data Monitors monthly reports and submit to Information Systems Manager
- Evaluating and analysing data

Company ***Adzonga Technologies***

Position Business Administrator/ Scheduler

Period October 2017 - August 2018

Duties

- Answering the telephone and direct calls to relevant person

Liaising with clients via telephone and or email
 Compiling Weekly progress reports
 Attending to client quarries and booking appointments
 Confirming appointments
 Weekly scheduling of cases
 Updating both completed and uncompleted cases on the system
 Generating work orders, print and email to Technicians
 Responsible for Technician allocation, as well as attending to their concerns
 Collecting, capturing and filling Job Cards received
 Scan and email job cards to Finance department for invoicing
 Checking, responding and ensuring all emails have been responded to for the day

Company: **Small Projects Foundation (SPF)**
Position: Data Quality Officer
Period: June 2019-Sept 2021
Duties: Conduct data quality assurance checks on record level client data
 To quality assure the accuracy, validity and completeness of data and information recorded by project team members
 To identify and communicate arears where data quality needs to be improved, lead the development and delivery of remedial actions and report on progress
 To prepare regular performance reports, highlighting any trends, arears or under performance and significant differentials between teams
 Communicate with project teams on best practises
 Conduct onsite training on data tools
 Onsite data collection and verification of OVCY and DREAMS data tools
 Attention to detail
 Accuracy

Company: **AQUITY Innovations**
Position: Data Capturer
Period: September 2021-September 2025
Duties: Ensure accurate electronic data capturing in the government database (Tier.Net and DHIS)
 Ensure that all data captured has been verified
 Validate data to ensure correctness, completeness and consistency
 Ensure that data is capturer according to the DOH standards
 Compile routine statistical report
 Capturer weekly stats on REDCap
 Maintain and update all relevant TB and HIV registers

Complete daily, weekly, monthly reporting tool for submission
Attend data verification meetings
Assist in training of facility staff on data recording and reporting
Capturing DR TB files on EdrWeb and running reports when required
Attending DS and DR TB reviews and conducting presentation for Quarterly Reviews

EDUCATION BACKGROUND

Year **2002**
Qualification: Matric
Institution West Bank High School
Subjects: English, Afrikaans, IsiXhosa, Business Economics, Home Economics, Biology
Year **2003-2004**
Institution: Nelson Mandela Metropolitan University
Qualification: National Diploma Management (incomplete)
Year: **2017-2020**
Institution: University of South Africa
Qualification: BA Degree in Psychological Counselling
Year: 2020
Qualification: BA Honours in Psychological Counselling
Year: 2023

CERTIFICATES

- 1) Facilitation Certificate (TRAIN-THE-TRAINER)
- 2) Intermediate Microsoft Excel 2010
- 3) Data Quality Management
- 4) CADCA International Programme Training of Leaders
- 5) HIV/AIDS Counselling Certificate
- 6) Reclaim Life International Holistic Lay Christian Counsellor

REFERENCES

Name: Asavela Gangatha

Designation: M&ERL (Immediate Supervisor) AQUITY Innovations

Contact: 0783715532

Name: Miss S Sokutu

Designation: TB Coordinator Bhisno Hospital (DOH)

Contact: 0640528495

Name: Mrs. L K Zapata

Designation: Reclaim Life International Programme

Contact: +34642221573

luzkzapata0129@gmail.com

Name: Ms Gail Trollip

Designation: Health Information Systems Manager at Beyond Zero

Contact: 0834910365

Pastor V Mkonwana

Designation: Founder of Grace Community Baptist Church

Contact: 0730257360