

CURRICULUM VITAE OF PHOZISA NGUDLE-BOCO

15 Brown Road
Haven hills
EAST LONDON
5201

Cell: 0730664454/0785298953

phozisangudle@gmail.com

PERSONAL INFORMATION

Date of Birth: 10 March 1993
Languages : isiXhosa & English
Gender : Female
License : Code 10

Nationality : South Africa
Identity number : 9303101131083
Availability : As soon as possible

ACADEMIC DETAILS

Qualification :N Diploma: Human Resource Management
Institution :Port Elizabeth College
Year completed :2017

Highest Grade passed : Matric
Year :2011
School Attended : Umtata International School
Highest grade passed :12

SKILLS AND COMPETENCES

- ✓ Proven personnel management, administrative and customer service experience.
- ✓ Telephonic skills
- ✓ Computer experience: Microsoft word, Microsoft Excel, Outlook & Email.
- ✓ Verbal communication
- ✓ Handles pressure
- ✓ Customer focus

WORK EXPERIENCE

1. Name of the company: AQUITY INNOVATIONS

Position: Data Capturer

Organisation Aquity Innovations

Period 20 September 2021- 30 September 2025

- Support patient file retrieval and new file documentation for clients with appointments and for all new clients
- Support the implementation and maintenance of filing systems and TIER.Net records
- Ensure good filing storage and good-quality data capture and recording on TIER.Net
- Support the implementation of all file management standard operating procedures (SOPs) and TIER.Net modules
- Participate in file placement and arrangement after a clinic visit, ensuring that all files are accurately captured on TIER.Net
- Generate a list of patients with early and late missed appointments
- Monitor patients lost to follow-up and refer them to Linkage Officers and Campaign Agents for tracing
- Provide good quality weekly, monthly, quarterly, semi-annual and annual facility-level data
- Review clinical stationery and registers daily to ensure data quality
- Conduct weekly TIER.Net audits to ensure that all ART patients are assigned an outcome in the system
- Generate a TIER.Net monthly report on the day that the DHIS monthly sheet is compiled and run a dispatch.
- Organize, sort and collect unprocessed data capturing documents for processing.
- Draw attention of nursing personnel to incompleteness of all data collection tool(registers)
- Pre pulling and drawing of patient files
- Checks captured data for accuracy and amend where necessary.
- Validate captured data before submitting to the facility manager and sub district information.
- Printout the TB patients that are not evaluated for the programme manager and identify

2. **Name of the company:** **Department of Health**
Position: Human Resource Management Intern
Period 03 June 2019 -31 May 2021
Duties:

DUTIES PERFORMED AT HR REGISTRY

- Ensuring filling of all personnel documents and keep filling up to date
- Ensure safe guarding of HR records
- Create of four files ie PERSONAL FILE (SP), LEAVE FILE (SV) REMUNERATION FILE (SR) AND DEVELOPMENT FILE (SD)
- Monitor movement of file and assist in retrieval and filling information
- Ability to book files in and out through **REMS**.
- Capture new appointments and put them in their bin and box numbers as per system

DUTIES PERFORMED AT RECRUITMENT AND SELECTION SECTION

- Responsible for recruitment, selection and appointment
- Working on **PERSAL** system doing different tasks
- Evaluating applicants by discussing requirements and applicant qualification with managers
- Assists in Master List, writing of shortlisting and interviews memorandum.
- Analyzing responses
- Verifying references
- Comparing qualifications to job requirements
- Arranges management interviews by coordinating schedules
- Assists in capturing appointments
- Typing reports, letters, memorandums
- Writing of appointment letters for the successful candidates

DUTIES PERFORMED AT EMPLOYEES SERVICE BENEFITS

- Capturing different types of leaves using function #4.5.4
- Assist in Capturing of PMDS.
- Assist in writing of memorandums
- Process payments of resettlement allowances
- Assist in batching and capturing of overtime allowances
- acting allowances
- Assist in processing of housing allowances
- Assist in processing nodal allowances
- Grade progressions and rank promotion
- Creating of Gehs certificate

REFERENCES

1. Name Ms A Gangatha
Position MERL Officer
Organisation Aquity Innovations
Contact Details 0783715532

2. Name Mr M Matshikili
Position HR Supervisor
Organisation Department of Health
Contact details 0787554515

3. Name Bertha Magrimo
Position Operational Manager
Organisation Department of Health
Contact details 0838432022


REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
NGUDLE-BOCO
Names:
PHOZISA
Sex:
F
Nationality:
RSA
Identity Number:
9303101131083
Date of Birth:
10 MAR 1993
Country of Birth:
RSA
Status:
CITIZEN


Signature:




Conditions:
This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90

Date of issue:
01 FEB 2023

RSA


120787216



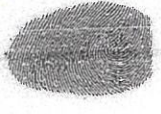


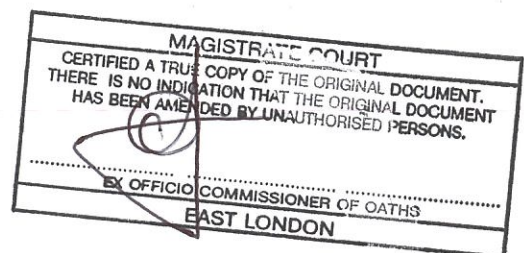

DRIVING LICENCE
ILAYISENSI YOKUCHUBA
CARTÃO DE CONDUCÇÃO
P NGUDLE-BOCO

SADC
ZA
SOUTH AFRICA

ID No: 02/9303101131083
Birth/UKuzalwa: 10/03/1993 ZA Restr./Isithintelo: FEMALE
Lic. No./Ilayisensi No.: 13090001CG1V No.: 1
Valid/Imvume: 07/05/2020 - 06/05/2029
Issued/ukhutshwe: ZA
Code/ikhowudi: C1
Veh. restr./Isithintelo sesithintelo: 0
First issue/ukukhutshwa kokudala: 17/01/2019




DRIVER RESTRICTIONS	PDP CATEGORIES	VEHICLE RESTRICTIONS
0 None 1 Glasses / Contact lenses 2 Artificial limb	0 Passengers 1 Goods 2 Dangerous goods	0 None 1 Automatic transmission 2 Electrically powered 3 Physically disabled 4 Bus > 16000 kg (GVW) permitted
A 	A1  ≤ 125 cc	
B 	GVM ≤ 3500 kg	
C1 	GVM ≤ 750 kg	
C 	GVM ≤ 16000 kg	
EB 	GVM > 16000 kg	
EC 	EC1 	EC 





REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

Phozisa Ngudle

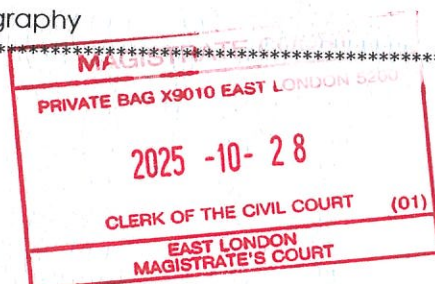
Identity number 9303101131083

Subject

IsiXhosa Home Language
English First Additional Language
Life Orientation
Business Studies
Economics
Geography

Achievement

%	level
69	5
53	4
51	4
50	4
41	3
43	3
***	*



This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2011

M. S. LAKOMETSI

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

120 1408 8791 Y



Council for Quality Assurance in
General and Further Education and Training
South Africa

3 112 941

(See reverse for more information)



TDL

NO 630200001HCV

TEMPORARY DRIVING LICENCE/PR. DRIVING PERMIT
(National Road Traffic Act, 1996)

TYDELIKE BESTUURS-LISENSIE/PR. BESTUURS-PERMIT
(Nasionale Padverkeerswet, 1996)

PARTICULARS OF HOLDER

Restrictions on driver (if any)

BESONDERHEDE VAN HOUER

Beperkings op bestuurder (indien enige)

Type of identification/Soort identifikasie

RSA ID document / RSA ID dokument

Identification number/Identifikasienommer

9303101131083

Country of issue/Land van uitreiking

South Africa / Suid-Afrika

Initials and surname/Voorletters en van

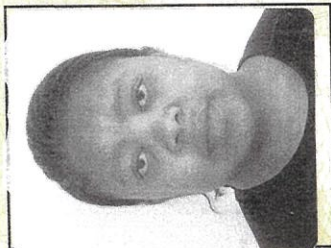
P NGUDLE-BOCO

Date of issue/Datum van uitreiking

2025-11-14

Driving licence testing centre/Bestuurslisensietoetsentrum

BUFFALO CITY TRAFFIC (GONUBIE)



Driving licence(s)

Code/Kode

C1

Date/Datum

2019-01-17

Bestuurslisensie(s)

Restr./Bep.

0

Kategorie(e) en

vervaldatum van PrBP

2027-11-13

Categories) and expiry date of PrBP

Eastern Cape

I confirm that I am conversant with the content of the declaration.

Signature of holder

[Signature]

Handtekening van houer

Valid for 6 MONTHS from date of issue

Geldig vir 6 MAANDE vanaf uitreikingsdatum

RECEIPT

Original number

630200000942N

Kwitaansienommer

R96.00

Totale bedrag ontvang

2025-11-14

Datum

Force Receiver

Name in English

Rank

2025-11-14 11:30:28

6302

VERKLARING

Ek verklaar dat die lisensie ten opsigte waarvan die besonderhede langsaan verskyn, (i) nog nie in my besit gekom het nie*, (ii) gesteel/verlore/geskend/vernietig* is, dat alle besonderhede wat deur my verskaf is waar en korrek is en ek besef dat 'n vals verklaring strafbaar is met 'n boete of een jaar gevangenisstraf of beide.

DECLARATION

I declare that the licence in respect of which the particulars are reflected alongside, (i) has not yet come into my possession*, (ii) was stolen/lost/defaced/destroyed*, that all particulars submitted by me are true and correct and I realise that a false declaration is punishable with a fine or one year imprisonment or both.

Vehicle restrictions

Voertuigbeperkings

- 0 None/Geen
- 1 Automatic transmission
- 2 Electrically powered
- 3 Physically disabled
- 4 Bus > 16 000kg (GVM) permitted
- 5 Tractor/Trekker
- 7 Industrial vehicle/Industriële voertuig

Driver restrictions

Bestuurderbeperkings

- 0 None/Geen
- 1 Glasses/Contact lenses
- 2 Artificial limb

Linkerduimafdruk van persoon waarvan die besonderhede langsaan verskyn.

Left thumb imprint of the person whose particulars are reflected alongside.

0026347



DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL **N** DIPLOMA HUMAN RESOURCES MANAGEMENT

AWARDED TO
NGUDLE PHOZISA
IDENTITY NUMBER
9303101131083
WITH EFFECT FROM
2017/12/01

MINIMUM TRAINING PERIOD: 3 YEARS

* INDICATES DISTINCTION

COMPUTER PRACTICE	N4		
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT	N4	N5	
INTRODUCTORY COMPUTER PRACTICE	N4		
LABOUR RELATIONS	N5	N6	
MANAGEMENT COMMUNICATION	N4		
PERSONNEL MANAGEMENT	N4	N5	N6
PERSONNEL TRAINING	N5	N6	




Examination Officer


Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



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SERIAL NUMBER

D 10078226