

Ayanda Themba

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in <https://www.linkedin.com/in/ayanda-themba-163138208>

Personal Details

- Marital Status : Single
- Nationality : South African
- Gender : Female

Experience

- **STATISTICS SOUTH AFRICA**

01/12/2021 - 31/03/2023

Data Capturer

- Filling of documents between processes.
- Prepare all forms from hard copies to image representation.
- Convert all forms contained in the boxes.
- Capturer the prescribed information.
- Ensure that ID/Passport number corresponds with all the documents captured.
- Organised and updated document management systems to improve audit and reference processes.
- Practiced Data Intergrity to adhere to security policies and guidelines.
- Gathered and reviewed information to gage accuracy and clarity.
- Performed Quality Assurance to verify that personal information has been captured correctly.
- Assisting irate clients with recapturing information that was previously incorrectly captured in their files.
- Assist clients with document submissions and updating their personal details for record purposes.
- Apply customer services skills for assisting irate clients,face to face document submissions, face to face verifying and capturing information.
- Call clients back to provide with feedback follow up and/or requesting outstanding documents needed for their files to finalise capturing.

Education

- **UNISA** Current Studies
LLB
- **UNISA** 2022
Higher Certificate in Life and Environmental Sciences
120 credit
- **DR B.W Vilakazi Secondary School** 2017
National Senior Certificate
12

Achievements & Awards

- Teaching English as a Foreign Language (TELF) CERTIFICATE (120 Hours)

Skills

- Active Listening ,Computer Skills Problem Solving, Data Confidentiality Database Entry and Administrative operations,Documentation and Reporting

Reference

- **Miss Thando Hlongwa - STATISTICS SOUTH AFRICA**

Supervisor

thando423@gmail.com

0697984490/0814771449

- **Adv Annastacia Mthembu - UNISA**

Lecturer/Mentor

mthemma@unisa.ac.za

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