**CURRICULUM VITAE**

**Residential Address**

1520 Mnquma Street

Brown’s Farm

Philippi

7750

Cell Number : 061 874 6307 / 083 597 2600

Email : witbooithandiwe@gmail.com

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**PERSONAL DETAILS**

**Full Name** : Thandiwe

**Surname** : Mtandeki

**Maiden Name** : Witbooi

**Identity Number** : 950206 0902 083

**Gender** : Female

**Marital Status** : Married

**Languages** : English, Xhosa, Afrikaans, and Zulu

**Nationality** : South African

**Health** : Excellent Condition

**Criminal Record** : None

**EDUCATIONAL QUALIFICATION**

**Senior Certificate** : 2012

**Subjects Passed** : English

Xhosa

Mathematical Literacy

Accounting

Business Studies

Economics

Life Orientation

**FORMAL EDUCATION**

**Qualification :** N4: Public Management

**Institution :** Northlink College

**Duration :** 18 months (Still busy with N5)

**Qualification** : NQF: Level 4

**Institution Name** : Silulo Ulutho Technologies

**Course** : Office Administration

**Duration** : Jan 2019 – June 2019 (Complete)

**COMPETENCIES / SKILLS**

* Computer Literacy,
* Good Communication Skills in 3 official languages,
* Administration kills, good Interpersonal Skills, ability to provide guidance and support, responsible, creative, integrity, conceptual thinker, positive attitude and able to work under pressure and with team.
* Knowledge of filing, archiving and disposal of medical records in a Healthcare Environment.
* Experience in Supply Chain Management
* Knowledge of Procurement on LOGIS System,
* knowledge of Electronic Procurement Solution (EPS)
* Integrated Procurement Solution (IPS).
* National and Provincial Treasury Instructions and the Accounting Officer System,
* Public Finance Management Act.
* Knowledge and experience in Departmental Systems
* Sinjani System
* Primary Health Care Information System (PHCIS)
* Clinicom,
* Hospital Information System and Ideal Clinic
* National Health Laboratory Services (NHLS).
* Knowledge of the **inventory stock count**.

**EMPLOYMENT STATUS**

**Company Name : Western Cape Government Department of Health and Wellness**

**Position : Administration Intern**

**Period : 01-08-2021- 31-03-2023**

**MITCHELL’S PLAIN DISTRCT HOSPITAL**

**SUPPLY CHAIN MANAGENENT: PROCUREMENT**

* Perform LOGIS functions.
* Upload events on EPS.
* Assist and download quotations via IPS and performing close-outs on IPS.
* Ensure order reach suppliers timeously.
* Arrange mini-contracts and assist update contracts, renewal of Contacts and Lease on request.
* Prepare procurement templates for the quotation committee.
* Ensure compliance with relevant laws and prescripts pertaining to supply chain management.
* Maintain the 0-9 file and ensure daily filling is done.
* Update and submit accurate and timeous reporting of information related to equipment purchases to AO, SAO and ASD and other stakeholders.
* Effective procurement of all institutional infrastructure service (16A and 16B), medical supplies and or Minor and major equipment ensuring budgets is spent.
* Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters.
* Receive order and prepare it for payment on Black Screen.
* Assist with quarterly and annual inventory count.
* Manage switchboard, efficient communication handling (both internally and externally) of incoming and outgoing calls and answer telephonic queries.
* Capture events on Integration (white screen) and generate the order.
* Arranging meetings, taking and hangout minutes to the people that were present at the Quotation Committee meetings.

**INVENTORY STOCK COUNT**

* Ensure that all stock items are subject to bi-annual stock take.
* Count and verifies all stock items physically against the logistical system’s report respectively.
* Investigates and notes all deficiencies and surpluses.
* Indicate the results of the stocktaking in the form of a report.
* Responsible for administrative issues of the bi-annual stock take and verification and will prepare the detailed planning.
* Ensure logistical system to be updated with the variances.
* Ensure that the store items on the Pharmacy report list are accounted for.
* Detail the circumstances relating to any store/inventory items declared missing (e.g. steps taken to locate such items).

**CROSSROADS CDC**:

**PATIENT ADMINISTRATION**

* Register and admit, discharge and transfer patients using PHCIS.
* Assess patients on folder and on PHCIS.
* Trace and Archiving of old folders.
* Retrieving of folders
* Filing of folders.
* Print and File blood results on NHLS.
* Capture stats on PHCIS and Sinjani
* Merge duplicate folders.
* Attend to telephonic queries.
* Book patient appointments to tertiary hospitals
* Book club patients on PHCIS
* Assist in Help desk.
* Take out folders for club patients who have appointments.
* Report faulty computers or switchboard to supervisor.
* Applying of Downtime Procedure
* Perform relief duties when necessary.
* Answer switchboard and transfer calls to correct department.
* Ensure effective Implementation and Maintenance of the Patience Administration System
* Manage supporting Services of the hospital.

**HELP DESK**

* Welcome and screen patients and visitors in the assigned waiting areas.
* Control and maintain order in the waiting areas.
* Directs clients to appropriate clinics.
* Provide updates to patients regarding waiting areas.
* Partake in customer quality surveys.
* Retrieve inpatients discharge survey forms and capturing thereof as assigned.

**ATHLONE VACCINATION SITE OF HOPE**

• Ensure file/folder audit compliance

• Perform patient-related administrative functions.

• Responsible for handling personal enquiries.

• Provide admin support to Supervisors.

• Assist with que marshal duties

• Register and handle patient enquiries.

• Help-desk assistance.

• Capture patient’s details on EVDS

• Capture, record, and report on all data collected from screening in communities and facilities

• Capture information on various health systems

• Monitor and evaluate data

• Helping patients to get proper screening and referrals for health and social services

**Company Name** : Ukhetsha Security Services

**Position** : Receptionist / Office Administration

**Duration** : October 2019 – December 2020

**Duties** : Front Office Receptionist

 Office Administration Duties

 Bookkeeper

 Filling

 Data Capturing using (Word and Excel)

**Company Name** : The Foschini Group

**Position** : Telemarketing

**Duration** : 2017 November – 2018 February

**Duties** : Marketing the TFG products online

**Name of Company :** DA National Contact Centre

**Position held** : Data Capturer

**Duration** : September 2015 – August 2016

**Duties** : Data Capturing

 Customer Service (Inbound and Outbound)

 Quality Assurance

**PERSONAL ATTRIBUTES**

• High level of responsibility and reliability; Honest and polite; Ethical standards and helpful; Confidentiality; good interpersonal skills; active listener and analytical thinker; ability to work accurately under pressure and meet deadlines; must be able to work in teams; self-motivated and disciplined.

**REFERENCES**

**Name of organisation** : Western Cape Government Department of Health and Wellness

**Name of reference** : Mr Ivan Gordon

**Position** : Admin Officer: Supply Chain Management

**Contact number** : 021 377 4393.

**Mobile number :** 084 605 4500

**E-Mail address** : Ivan.Gordon@westerncape.gov.za

**Name of organisation** : Western Cape Government Department of Health

**Name of reference** : Veronica Mrali

**Position** : Administrative Clerk

**Contact Number** : 021 370 0092

**Mobile number** : 073 627 9141 / 074 041 4583

**Email address** : veronica.mrali@westerncape.gov.za

**Name of organisation :** Western Cape Government Department of Health and Wellness

**Name of reference :** MrQuinton Vaughan

**Position :** Assistant Director: Supply Chain Management

**Contact number** : 021 377 4363.

**Mobile number** : 083 789 6227

**Email address**  : Quinton.Vaughan@westerncape.gov.za

**Name of organisation :** Western Cape Government Department of Health and

Wellness

**Name of reference :** Mr Royden Jonker

**Position :** Assistant Director: People Management (Employee

 Sourcing)

**Contact number :** 021-370 5013.

**Mobile number :** 083 415 7771

**Email address :** Royden.Jonker@westerncape.gov.za

**Name of organisation** : Western Cape Government department of Health &

 Wellness

**Name of reference** : Nombeko Khumalo

**Position** : Administrative Clerk: SCM

**Contact number** : 021 377 4611.

**Mobile number** : 084 849 8276

**Email address** : Nombeka.Liwani2@westerncape.gov.za

**Name of organisation** : Western Cape Government department of Health &

 Wellness

**Name of reference** : Derick Jansen

**Position** : Senior Administrative Officer: SCM

**Contact Number** : 021 370 0591

**Mobile number** : 065 878 0314

**Email address** : Derick.Jansen@westerncape.gov.za

**Name of organisation** : Western Cape Government department of Health &

 Wellness

**Name of reference** : Mr Mgoqi

**Position** : Administrative Officer

**Contact Number** : 021 370 0092

**Mobile number :** 062 316 8529

**Email Address** : Sandiso.Mgoqi@westerncape.gov.za

**DECLARATION**

I, Thandiwe Witbooi solemnly declare that the information given above is true and correct and promise to perform any task that will be assigned to me and will comply with the policies and procedures for your company.

Signature:

T. Witbooi