MOHETLOA MMAKGABO

Midrand, Gauteng 071 087 9900 | 076 218 3507 mkmohetloa.11@gmail.com

PROFESSIONAL PROFILE

Am dedicated and results-oriented Administrative, Data Management, and Programme Support with over 4 years of proven experience supporting healthcare programmes, NGO operations, office administration, reporting systems, procurement processes, and records management. Demonstrates strong capability in high-volume data capturing, quality assurance, compliance reporting, financial documentation, and cross-functional coordination. Proficient in supporting monitoring and evaluation deliverables, maintaining confidential records, improving administrative efficiency, and ensuring timely submission of accurate reports. Recognized for exceptional attention to detail, analytical problem solving, deadline management, and adaptability within fast-paced professional environments.

CORE COMPETENCIES

- Office Administration & Executive Support
- Data Capturing, Cleaning & Validation
- Database Management & Data Quality Assurance
- Monitoring & Evaluation Administrative Support
- Procurement Administration & Inventory Control
- Reporting, Documentation & Compliance Tracking
- Filing Systems & Document Control
- Stakeholder Liaison & Professional Communication
- Confidential Information Management
- Time Management & Multi-tasking

TECHNICAL SKILLS

Microsoft Office Suite: Word, Excel, PowerPoint, Outlook
Health & Programme Databases: Tier.Net, DHIS, EPI-Collect, REDCap
Reporting & Analytics Tools: Power BI, ERP Systems
Administrative Tools: Electronic Filing Systems, Procurement Registers, Inventory Logs
Professional Skills: Data Analysis, Report Compilation, Scheduling, Correspondence Management, Team Collaboration

PROFESSIONAL EXPERIENCE

AURUM INSTITUTE — Data Capturer /Administrative Support Officer (Key Populations Programme)

February 2023 – April 2026

- Captured, processed, and maintained high-volume patient and programme data on internal systems and reporting databases with a high level of accuracy.

- Reviewed and verified source documents prior to capturing to ensure completeness, validity, and compliance with reporting requirements.
- Conducted routine data quality assessments, identified inconsistencies, and corrected discrepancies to strengthen database integrity.
- Reconciled programme records across source documents, facility registers, and electronic reporting platforms.
- Compiled weekly, monthly, and ad hoc Department of Health reports, spreadsheets, and programme performance documentation.
- Assisted programme managers and monitoring teams with generation of data summaries and reporting insights.
- Maintained organized manual and electronic filing systems to ensure audit readiness and efficient document retrieval.
- Coordinated with clinicians, counsellors, monitoring teams, and management to obtain outstanding records and validate submissions.
- Processed invoices, receipts, purchase orders, and payment vouchers while ensuring accurate financial recordkeeping.
- Tracked expenditure against programme budgets and maintained updated procurement and payment documentation.
- Ensured full compliance with confidentiality protocols when handling sensitive patient and programme information.

YOUTH HEALTH AFRICA — Office Administrator

August 2021 – July 2022

- Managed day-to-day office administrative functions to ensure efficient departmental workflow and operational continuity.
- Scheduled meetings, coordinated calendars, prepared agendas, and organized logistics for internal programme engagements.
- Served as the first point of contact for telephonic, email, and in-person stakeholder inquiries, providing professional client service.
- Drafted official correspondence, maintained registers, and distributed internal communication to relevant teams.
- Supported project personnel with document preparation, report compilation, submission tracking, and data capturing.
- Coordinated communication between departments, improving turnaround times and strengthening workflow efficiency.
- Maintained confidential employee files, programme documentation, and structured filing systems.
- Monitored office consumables and facilitated procurement requests, supplier follow-up, and inventory updates.

TFM INDUSTRIES — Site Administrative Assistant

February 2017 – December 2020

- Delivered full administrative support for daily site operations, including documentation management, filing, data entry, and record maintenance.
- Prepared operational progress reports and updated project documentation to support management decision-making.
- Coordinated communication between warehouse, procurement, logistics, and on-site personnel to ensure uninterrupted operations.

- Maintained safety compliance documentation and ensured all inspection, incident, and training records were accurately filed.
- Assisted with reporting workplace hazards, incidents, and corrective actions in accordance with occupational safety procedures.
- Monitored personnel certifications and training schedules to ensure compliance readiness.
- Supported internal audits and site inspections by compiling and submitting required documentation.
- Facilitated procurement administration for tools, materials, and operational supplies.
- Updated inventory movement registers and tracked incoming and outgoing stock documentation.

EDUCATION

Diploma in Data Management *(In Progress)*
Stadio Higher Education

National Technical Certificate (N6) in Civil Engineering
Tshwane South TVET College | 2016

National Senior Certificate (Matric)
Schoongezicht High School | 2012

REFERENCES

Mr S Furamera, Senior Technical Manager, Aurum Institute, e-mail: SFuramera@auruminstitute.org

• Mrs S Chipangura, Monitor and Evaluator, Aurum Institute, e-mail: SChipangura@auruminstitute.org

• Mrs B Tshatshu, Professional Nurse, Aurum Institute, email: buhletshatshu@gmail.com

• Ms H Mabunda, Research Assistant, Youth Health Africa, e-mail: Hlologelo.mabunda@icloud.com

• Mr K Sebola, Assembling Team leader, TFM Industries, e-mail: KabeloSebola@tfmindustries.org