

TSHEGOFATSO MASHIANE

South Africa | mashianetshegofatso057@gmail.com

PROFESSIONAL SUMMARY

Highly disciplined, detail-oriented Data Entry and Data Enrichment Specialist with a strong background in managing high-volume data administration, database updates, and public finance record-keeping. Adept at navigating large master spreadsheets, organizing complex datasets, and ensuring absolute data integrity. Proven capability to execute detailed, step-by-step Standard Operating Procedures (SOPs) flawlessly, maintaining high productivity without compromising accuracy. Equipped with a reliable computer workstation and a robust backup power solution (UPS/Inverter) ensuring 100% remote uptime for map rendering and heavy spreadsheet management.

CORE COMPETENCIES & TECHNICAL SETUP

- **Advanced Excel Management:** Navigating master files, structured filtering, dataset organization, data cleaning.
- **Spatial Cross-Referencing:** Visually verifying, identifying, and measuring property features via Google Maps Satellite View.
- **Strict SOP Execution:** Rigorous adherence to step-by-step guidelines; high accuracy in repetitive workflows.
- **Data Integrity & Enrichment:** Spotting inconsistencies, flagging missing variables, data cleansing, and data validation.
- **Technical Setup:** Fast CPU, dual monitors, high-speed fiber internet, with dedicated backup power (UPS).
- **Operational Discipline:** Highly focused independent remote worker; dedicated to non-vocal, high-volume accuracy.

PROFESSIONAL WORK EXPERIENCE

SCAW METALS — Data Entry & Finance Coordinator

Apr 2025 - May 2026

- Executed flawless, high-volume data entry and master database updates across corporate ERP/SAP registries, resolving discrepancies with extreme attention to detail.
- Systematically reviewed, organized, and filtered complex master spreadsheets using advanced Excel tools to ensure optimal data categorization and lead integrity.
- Maintained a 100% accuracy rate while following strict, multi-step Standard Operating Procedures (SOPs) for data verification and daily record audits.
- Utilized digital tools to visually locate, identify, and map structural information, cross-referencing geographical and layout details against physical file assets.
- Investigated discrepancies in data points, proactively flagging anomalies, verifying missing elements, and maintaining strict data integrity.
- Prepared regular, daily structured logs of completed data entries and enrichment pipelines for executive review.

EDUCATION

Tshwane University of Technology — Advanced Diploma in Public Finance and Accounting 2024

Tshwane University of Technology — Diploma in Public Finance and Accounting 2023

CERTIFICATIONS

- Accounting Foundations: Bookkeeping (2026)
- Trello (2026)
- Project Management- Asana (2026)
- Safety Risk Management Process Shop Floor Level S(1) (2025)
- Sage 200 Evolution Practitioner (2022)
- Sage Pastel Payroll Training Assessment (2022)