



Molatelo Simon Mosina

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Authorising purchase orders, ensuring the correct procedure are followed prior to a purchase order being approved
- Assessing sourced information from service providers/ suppliers such as, CSD report & Quotations, BEE certificate & SBD Forms, Tax clearance & GCC, or any relevant accreditations required from suppliers/service providers
- Manage procurement activities throughout the purchasing and supply chain
- Ensure that supply chain activities are provided in fair, equitable, transparent, cost effective, efficient, and effective manner and
- Build strategic, professional, and ethical relationships with internal clients and external suppliers
- Compiling commitment report monthly
- Advertises/publishes tenders on national treasury
- Provide support in the administration of tender closing and distribution of documentation for the bids committees' evaluation and adjudication process
- Provide administration on documentation storage and recording
- Compile orders for the travellers
- Performing site visit for services
- Provide professionalism and render general clerical support services
- Request for quotation for goods and services
- Keep and maintain the filing system
- Ensure proper filing and safekeeping of documents
- Provide administrative and procurement support capture and compile request for approval
- Receive and register all incoming invoices for payments
- Liaise with service providers regarding the deliveries
- Record, organise, store, capture and retrieve correspondence and data (line function)
- Render bid committees secretariat support to SCM structure and provide support on distributing the documents on the bids/evaluation and adjudication committees
- Follow up outstanding quotations, orders, and deliveries
- Undertakes procurement strategy development and tendering with supervision and guidance when required from a qualified supply chain and tender officers
- Verification of specifications ,Tender or quotation evaluation , Contract and supplier management
- Source suppliers that meet the procurement criteria and ensure compliance to the B-BBEE policy

Preferred occupation

Buyer
Administrative jobs

Procurement officer
Finance jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1993-01-11 (31 years old)
 Gender Male
 Residential location Polokwane / Pietersburg
 Limpopo
 Telephone number *Information is available only for registered users.*
[Sign in](#)
 Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2020.10 iki 2021.03**
 Company name PSIRA
 You were working at: Administrators
 Occupation trainee supply chain administrator
 What you did at this job position? Assist to manage terms of reference process. Coordinate, review, and source quotations from database according to the threshold values determined by the National Treasury Assist to manage tender evaluation process Compiling letters for appointment of evaluation and committee members and escalate for signatures Render administrative support services ensure effective flow of information and documentation Progress the monthly report Responsible for daily Procurement of goods and services (RFQ's) Coordinate tender processes Consolidates and compile records and support on the secretariat of the meetings Complies the letters for appointment Filling of documentation Assist Supply Chain Administrator with clean-up of all vendor files, bulk filing and Archiving exercises when required. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System, ensure that all relevant forms are attached, Capturing of awarded contracts on National Treasury contracts registration application (CRA) Travel management Tender administration ,opening and closing ,compiling the prequalification and other evaluation arrangements Filling of tender documents Ensure the timely coordination of travel arrangement, manage all administrative matters Coordinate tender processes Consolidates and compile records

Working period **nuo 2019.11 iki 2020.10**

Company name PSiRA

You were working at: Jobs for students

Occupation SUPPLY CHAIN INTERN

What you did at this job position? Duties: Undertakes procurement processes, with support from the strategic supply chain team including: Authorising purchase orders, ensuring the correct procedure are followed prior to a purchase order being approved Assessing sourced information from service providers/ suppliers such as, CSD report & Quotations, BEE certificate & SBD Forms, Tax clearance & GCC, or any relevant accreditations required from suppliers/service providers Manage procurement activities throughout the purchasing and supply chain Ensure that supply chain activities are provided in fair, equitable, transparent, cost effective, efficient, and effective manner and Build strategic, professional, and ethical relationships with internal clients and external suppliers Compiling commitment report monthly Advertises/publishes tenders on national treasury Provide support in the administration of tender closing and distribution of documentation for the bids committees' evaluation and adjudication process Provide administration on documentation storage and recording Compile orders for the travellers Preforming site visit for services Provide professionalism and render general clerical support services Request for quotation for goods and services Keep and maintain the filing system Ensure proper filing and safekeeping of documents Provide administrative and procurement support capture and compile request for approval Receive and register all incoming invoices for payments Liaise with service providers regarding the deliveries Record, organise, store, capture and retrieve correspondence and data (line function) Render bid committees secretariat support to SCM structure and provide support on distributing the documents on the bids/evaluation and adjudication committees Follow up outstanding quotations, orders, and deliveries Undertakes procurement strategy development and tendering with supervision and guidance when required from a qualified supply chain and tender officers Verification of specifications ,Tender or quotation evaluation , Contract and supplier management Source suppliers that meet the procurement criteria and ensure compliance to the B-BBEE policy

Working period **nuo 2019.02 iki 2019.11**

Company name EH HASSIM

You were working at: Transport assistant

Occupation FLEET ADMINISTRATOR INTERN

What you did at this job position? Duties: □ Tracking orders to ensure timely delivery □ Conduct inspection on the fleet vehicle □ Enforce compliance on fleet operations □ Inspect and issue state vehicles in line with fleet management policy □ Perform maintenance of fleet vehicle □ Performing general administrative tasks in respects with fleet operations and fleet management □ Compiling weekly and monthly reports for the deliveries □ Record all trips in accordance with guidelines □ Compile orders for services and fuel of the vehicles □ Preparing delivery documents (invoices, purchase orders and driver's compliance documents) □ Ensure that vehicles are properly maintained and utilized □ Schedule the services for vehicles

Working period **nuo 2017.07 iki 2017.10**

Company name VEOLIA WATER

You were working at: Logistics manager

Occupation Volunteered logistics administrator

What you did at this job position? Duties: □ Planning shipments based on products availability and customer request □ Provide logistics administrative support □ Preparing shipping documents (invoices, purchase orders, driver's compliance documents and bills of lading) □ Conduct stock taking for PPE □ Receive request/demands for stores □ Receive and issue warehouse stock □ Labelling received products

Education

Educational period **nuo 2015.01 iki 2017.12**

Degree Diploma

Educational institution vaal university of technology

Educational qualification logistics management

I could work in supply chain environment

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	basic	basic	basic
Tshivenda	good	good	good
Sesotho	very good	very good	very good
Setswana	good	good	good
Sepedi	fluent	fluent	fluent
Xitsonga	basic	basic	basic

Computer knowledge

☐(strong Microsoft office skills,
 fleet management
 ,Kerridye commercial system,
 N1 Plus for transport,
 Central Supplier Database,
 Sage Evaluation,
 PASTEL,
 IQUAL
 and Microsoft teams)
 ☐ ERP system

Conferences, seminars

ENGLISH LANGUAGE AND LITERACY SUPPORT PROGRAMMA CERTIFICATE
 ☐ Institution: Vaal University Of Technology
 ☐ 2015

Recommendations

Contact person lesego mashiane
 Occupation supply chain manager
 Company PSiRA
 Telephone number 0636959542
 Email address lesego.mashiane@psira.co.za

Contact person Mrs Thabo Tshwanyane
 Occupation suppy chain officer
 Company PSiRA
 Telephone number 0761006936
 Email address thabo.tshonyane@psira.co.za

Contact person george tsebe
 Occupation transport manager
 Company EH Hassim
 Telephone number 0780786264

Additional information

Your hobbies studying
 travelling
 reading
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from	2018-06-00 (6 years)
Salary you wish	15000 R per month
How much do you earn now	8000 R per month