



# 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	<b>nuo 2019.11 iki 2020.10</b>
Company name	PSiRA
You were working at:	Jobs for students
Occupation	SUPPLY CHAIN INTERN
What you did at this job position?	<p>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 &amp; Quotations, BEE certificate &amp; SBD Forms, Tax clearance &amp; 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</p>

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



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