



Abie Nhlapo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Supply Chain Management (Demand and Requisition).

- * 15 years of experience in the SCM environment, Acquired qualifications, and gained knowledge
- * Providing effective office management and administrative skills in a highly stimulating environment.
- * Results-driven .Providing excellent customer service skills to keep the office organized
- * Bringing a wealth of knowledge and experience in performing general administrative duties, secretariat functions, supply chain management, financial management, , project teams, and clients.
- * Served in Bid Evaluation Committees as secretariat, Shortlisting, evaluating and compiling bid documents of tenders.

Preferred work location Gauteng

Contacts and general information about me

Day of birth	1968-12-31 (55 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2018.05 iki 2020.12**

Company name Flavius Mareka TVET College

You were working at: Procurement officer

Occupation Senior Administrative Clerk (Finance and SCM)

What you did at this job position? • Performing the administrative duties in Supply Chain function of the College. • Assisting with compiling of documents specifications list for quotations, comparing quotations and tenders. • Providing secretariat or logistical support during Bid Evaluation consideration as well as shortlisting procedure for Bid Adjudication Committee. • Creating purchase orders and receiving goods electronically on SAGE to create an invoice. • Performing other administrative duties on a rotational basis as deemed necessary by the line manager. • Checking quantities and issue consumables to departments and individuals. • Effectively controlling procurement of goods, services and equipment. • Placing orders, receiving and verifying goods from suppliers, issuing goods to end users for general equipment. • Issuing goods to end users for NSF and COS related goods and services. • Updating and maintain the supplier database by registering new suppliers, remove old suppliers, update exiting supplier information • Follow-up on outstanding requests and provide feedback to clients on status of requisition.

Education

Educational period **nuo 1997.01 iki 1999.12**

Degree Diploma

Educational institution Tshwane South TVET College: Atteridgeville Campus

Educational qualification National N Diploma (Business Management)

I could work Administrative Activities that include Supply Chain Management.

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

MS Outlook

Attended Basic and advanced computer courses and acquired certificates.
Conferences, seminars

Institution: Course Year
Programmes include: WINDOW

SAGE and
University of Pretoria Supply Chain Management in Public Sector 2020
COLTECH
SAF Training Services Project and Programme Management 2010

DISCON Specialists Data Process Modelling 2010
Software includes: MS Word

KAELO Training Financial Management 2008
MS Excel

ExecuPrime Training Professional Office Management 2006
MS Power point

DESTO PTY Ltd Information Technology: System Development 2004

DESTO PTY Ltd Handle range of customer complaints 2004

Recommendations

Contact person	Hantie du Plessis
Occupation	Assistant Director: Supply Chain Management
Company	Flavius Mareka TVET College
Telephone number	016) 976 0829 Ext 1039
Email address	duplessish@fmtvet.co.za

Additional information

Your hobbies	Travelling and seeing places, Watching TV programmes and news Reading for information updates.
Driver license from	2005-08-00 (19 years)
Salary you wish	R22 500 R per month
How much do you earn now	Unemployed R per month