



Katlego Rihlamvu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm an experienced professional in Finance, procurement and supply chain management

I am looking for jobs in finance as an Accounts receivable officer because i have gained extensive experice and a specialist in the field as i have improved our organisation revenue and by ensuring that i collect amounts due to us by our debtors.

I am also looking for jobs in procurement cause i have more than 10 years of experience in various facets of procuring goods and services, and tenders.

Preferred occupation	Finance officer Finance jobs
	Accountants Finance jobs
	Debotors clerk Finance jobs
	Procurement officer Finance jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng
	West Rand Gauteng
	East Rand Gauteng
	Sedibeng Gauteng
	Witbank Mpumalanga
	Kriel Mpumalanga
	Middelburg Mpumalanga
	Ogies / Phola Mpumalanga

Cape Town
Western Cape

Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2019.04 iki dabar
Company name	AIDC
You were working at:	Accountants
Occupation	Aaccounts receivable officer
What you did at this job position?	<p>Accounts Receivables Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for the company's monthly billing on MDA and Accpac system • Ensure that monthly revenue is complete, accurate and valid. • Dispatch customers' invoices and statements monthly • Confirm that billing is completely and accurately invoiced in line with approved tariffs. • Responsible for monthly reconciliations to ensure that all customer revenues are accounted for, and variances are analysed. • Ensure that provision for doubtful debts and adjustments are accurately done monthly. • Ensure that credit notes and adjustments are done correctly and accurately completed. • Charge interest to debtors that are in arrears monthly. • Write-off debts for debtors that are not eligible to pay. • Responsible for the company's debt collection by ensuring that debtors accounts are up to date. • Daily Follow up on debtors to ensure efficient and effective debtor's collection turnaround times. • Put processes in place to ensure timeous billing and rendering of accounts. • Maintain a good customer and stakeholder relationship to improve customer satisfaction. • Daily analysis of the bank statement and allocation of receipts • Prepare and present reports to CFO detailing the status of debtors age analysis. • Resolve all escalated complaints and queries relating to billing within agreed timeframes to maintain good customer and stakeholder relations. • Manage revenue management and set the necessary rules and regulations in place to ensure proper and effective client services, revenue collection, credit control and debt collection. <p>Accounts Payables Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for the day-to-day processing of invoice transactions • Ensure the matching of all invoices received against signed delivery notes, approved purchase orders, contracts, approved bid documents, approved memorandum for goods and services received. • Ensure that all supplier valid invoices are captured on the accounting system daily. • Liaise with procurement / supply chain unit and project managers on supplier activities daily. • Ensure that invoice batches are signed-off for data entry. <p>Budget and management accounting Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for monthly cash flow • Analysing and responsible for income declaration for MTEF spent. • Responsible for the preparation and analyses of the monthly management accounts. • Assist with the annual budgeting process, including strategic financial planning and setting the budgets. • Schedule and monitor monthly, quarterly and year end procedures to ensure reporting takes place as prescribed in terms of legislation and guidelines

Working period	nuo 2017.11 iki 2019.03
Company name	AIDC
You were working at:	Procurement officer
Occupation	Senior Procurement Officer-Acting
What you did at this job position?	Procurement Responsibilities: • Assist the manager with the Implement of procurement strategies to maintain security of supply and optimum value for money. • Perform all procurement and contracting activities including pre-qualification, tender management, negotiation, and preparation of contracts. • Implement change and develop new processes to better procure goods and services. • Review current processes for procurement and make recommendations where appropriate. • Provide periodic reporting for management on purchasing, controls, and processes. • Teach and educate end users about the procurement process control. • Assigning RFP/RFQ's to buyers (2), Site Agents and estimator (1) • Management of subcontractors • Daily review Meeting with team on RFP/RFQ's status and work allocation. • Renewing contracts within due date. • Introducing new vendors for healthy competition. • Negotiating with vendors for the best possible pricing. • Proactive updates to user on delivery/ services to meet project deadlines. • Verification of Payment claim form based on PO and Invoice. • Liaison with finance team and ensure timely release of payments. • Obtaining payment details from Finance and reconciling with vendors. • Evaluating vendor performance based on PQD (Product/ Quality/ Delivery) for higher quality of services from vendor. • Retaining / deleting of vendors based on vendor performance evaluation. • Review of RFPs, POs released which are not executed completely. • Estimating and Preparing Tender Documents

Working period	nuo 2012.04 iki 2017.10
Company name	AIDC
Occupation	Procurement officer
What you did at this job position?	<p>Procurement Officer Responsibilities:</p> <ul style="list-style-type: none"> • Developing sourcing strategies in line with SCM policies and regulations • Review the user specifications to ensure that it is compiled in an unbiased manner to allow all potential bidders to offer their goods and or services. • Prepare RFQ/RFI for purchasing of goods and services, and source quotations for goods and services in compliance with the regulations. • Verify quotations received and evaluate the submissions fairly (RFQ and RFI) and comply with requirements in terms of the SCM thresholds. • Process RFQ submissions, create Purchase Orders and issue purchasing orders to awarded suppliers on time. • Consolidate procurement plans of all departments. • Ensure cost are always kept low, by negotiating best possible pricing and obtaining fair competitive quotes. • Ensure that delivery of goods and services are on time and follow up on outstanding deliveries. • Ensure compliance to SCM policies and procedures, rules and regulations, legislative objectives, and other related frameworks. • Compiling the procurement monthly reports (BEE analysis, Contract and tender register, Procurement spent) • Provide training to all employees about supply chain management. • Ensure that supplier evaluation is done to all the awarded suppliers and contractors. • Ensure that the contract register is accurately updated, maintained and in compliance with the law. <p>Tenders:</p> <ul style="list-style-type: none"> • managing the tendering process from inception to appointment of contractor. • Arrange and attend all SCM related meetings viz, evaluation, adjudication committee meetings. • Perform pre-qualification process after closing of bids in line with the special conditions of contract and invite Bid Evaluation Meetings with relevant users. • Minute taking of relevant Evaluation and Adjudication reports. • Compilation of reports and submission to award. • Compile appointment as well as regret letters • Send updates for tender processes eg tenders received, tenders awarded to CIDB, website manager.

Working period **nuo 2011.11 iki 2012.03**

Company name Department of correctional services

You were working at: Government jobs

Occupation PROVISION ADMINISTRATION CLERK

What you did at this job position? Procurement Responsibilities: • Receive requisition from users and verify requisition and item description. • Processing orders and requisitions on Logis and Fax order to the service provider • Obtain quotations from suppliers and create purchase order on the system. • Ensure effective and efficient processing of orders and maintain and update SCM database. • Liaise with suppliers and handle queries from suppliers and chief users. • Add new supplier on the database. Asset Management Responsibilities: • Ensure that all assets are bar-coded and updated on Logis system. • Managing assets and administering asset maintenance. • Doing balances adjustment of all discrepancies (shortages and surplus) • Book assets for repairs or any service and doing spot check for asset verification. • Compiling reconciliation for both minor and major assets monthly and yearly • Inventory balancing of (additions, adjustments Issues, Disposals) monthly and yearly. • Consolidating all assets reports weekly and monthly for returns.

Working period **nuo 2010.11 iki 2011.11**

Company name Department of correctional services

You were working at: Government jobs

Occupation Internship

What you did at this job position? Procurement Responsibilities: • Receive requisition from users and verify requisition and item description. • Processing orders and requisitions on Logis and Fax order to the service provider. • Prepare quotations for approval. • Ensure effective and efficient processing of orders and maintain and update SCM database. • Keep and update requisition and order register and Generate Provisioning advice on Logis system. • Liaise with suppliers and handle queries from suppliers and chief users. Asset Management Responsibilities: • Ensure that all assets are bar-coded and updated on Logis system. • Managing assets and administering asset maintenance. • Doing balances adjustment of all discrepancies (shortages and surplus) • Book assets for repairs or any service and doing spot check for asset verification. • Compiling reconciliation for both minor and major assets monthly and yearly • Inventory balancing of (additions, adjustments Issues, Disposals) monthly and yearly • Consolidating all assets reports weekly and monthly for returns.

Education

Educational period **nuo 2003.01 iki 2007.12**

Degree Degree

Educational institution UNIVERSITY OF PREOTIRA

Educational qualification BACHELOR OF COMMERCE

Educational period **nuo 2002.01 iki 2002.12**
 Degree Certificate
 Educational institution PRETORIA TECHNIKON
 Educational qualification Certificate in Public Supervisory management

Educational period **nuo 2001.01 iki 2001.12**
 Degree Grade 12 / Matric
 Educational institution P.H.L Moroka High School
 Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Setswana	very good	very good	very good
Xitsonga	good	good	basic
Afrikaans	basic	basic	basic
isiZulu	good	good	basic

Computer knowledge

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook (Email)

Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2017-05-00 (7 years)
 Salary you wish 38000 R per month
 How much do you earn now 30500 R per month