



# Florah 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.

## Contacts and general information about me

Day of birth	1968-12-31 (57 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.05 iki 2020.12</b>
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?	<ul style="list-style-type: none"> <li>• Performing the administrative duties in Supply Chain function of the College.</li> <li>• Assisting with compiling of documents specifications list for quotations, comparing quotations and tenders.</li> <li>• Providing secretariat or logistical support during Bid Evaluation consideration as well as shortlisting procedure for Bid Adjudication Committee.</li> <li>• Creating purchase orders and receiving goods electronically on SAGE to create an invoice.</li> <li>• Performing other administrative duties on a rotational basis as deemed necessary by the line manager.</li> <li>• Checking quantities and issue consumables to departments and individuals.</li> <li>• Effectively controlling procurement of goods, services and equipment.</li> <li>• Placing orders, receiving and verifying goods from suppliers, issuing goods to end users for general equipment.</li> <li>• Issuing goods to end users for NSF and COS related goods and services.</li> <li>• Updating and maintain the supplier database by registering new suppliers, remove old suppliers, update exiting supplier information</li> <li>• Follow-up on outstanding requests and provide feedback to clients on status of requisition.</li> </ul>

Working period	<b>nuo 2007.04 iki 2013.01</b>
Company name	South African Police Service: Technology Management Services
You were working at:	Administrators
Occupation	Senior Administrative Officer (Procurement)
What you did at this job position?	<ul style="list-style-type: none"> <li>• Managing and maintaining database, process requests and communicate decision to stakeholders.</li> <li>• Maintaining supplier database is in compliance with SCM policies and directives.</li> <li>• Ensuring proper and valid supporting documents are attached for each request.</li> <li>• Ensuring that the procurement of goods and services are within respective delegation of authority.</li> <li>• Ensuring and checking that goods received correspond with goods that were ordered.</li> <li>• Ensuring that goods ordered are in accordance with the specifications from user request.</li> <li>• Capturing and verify source document and place orders with suppliers.</li> <li>• Verifying allocation of funds and amount of SCOA codes before processing the requisition.</li> <li>• Ensuring that all open orders and requisition are cleared on monthly basis.</li> <li>• Follow-up on outstanding orders and ensure that goods and services are delivered according to written order.</li> <li>• Ensuring that where contract does not exist, the price quotation or bidding process of ordering are applied.</li> <li>• Providing administrative support for evaluation and adjudication of tenders.</li> <li>• Verifying and acknowledge the correctness of goods and services supplied against the appropriate documentation.</li> <li>• Conducting sites visits where necessary to ensure that goods and services are delivered and installed according to SITA regulations and SLA agreement between parties.</li> <li>• Requesting and obtaining quotations for goods and services supplied against the appropriate documentation.</li> <li>• Give feedback to service providers on outstanding orders and clients</li> <li>• Attending budget session with senior management to give feedback of commitments, projected funds and expenditure.</li> <li>• Compiling quarterly and annual financial statements to budget committee.</li> <li>• Monitor and evaluate allocation of budget are according to PFMA Act.</li> <li>• Ensuring payments are done according to Treasury regulations and paid within specified time frames.</li> </ul>

## **Education**

Educational period	<b>nuo 1997.01 iki 1999.12</b>
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.
Educational period	<b>nuo 2020.03 iki 2020.08</b>
Degree	Certificate
Educational institution	Enterprise University of Pretoria
Educational qualification	Supply Chain Management in Public Sector
I could work	In any Administrative unit and Supply Chain Management Division

**Languages**

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

**Computer knowledge**

Attended Basic and advanced computer courses and acquired certificates.

Programmes include: WINDOW

SAGE and

COLTECH

Software includes: MS Word

MS Excel

MS Power point

MS Outlook

**Conferences, seminars**

Institution: Course Year

University of Pretoria Supply Chain Management in Public Sector 2020

SAF Training Services Project and Programme Management 2010

DISCON Specialists Data Process Modelling 2010

KAELO Training Financial Management 2008

ExecuPrime Training Professional Office Management 2006

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

Contact person	Colonel LM Hlatshwayo
Occupation	Manager & Supervisor: Training Systems
Company	South African Police Service: Technology Management Services
Telephone number	Tel: 012) 432 7166 Cell: 071 6762 700
Email address	hlatshwayol@saps.gov.za

#### **Additional information**

Your hobbies	Travelling and seeing places, Watching TV programmes and news Reading for information updates.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2005-08-00 (20 years)
Salary you wish	R22 500 R per month