



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 (57 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? | <ul style="list-style-type: none"> • 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

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 (20 years) |
| Salary you wish | R22 500 R per month |
| How much do you earn now | Unemployed R per month |