

# 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)

**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	<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 existing supplier information</li> <li>• Follow-up on outstanding requests and provide feedback to clients on status of requisition.</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.

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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 (20 years)
Salary you wish	R22 500 R per month
How much do you earn now	Unemployed R per month