



# Mokgaha Hilary Mothiba

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

My experience in Logistics and purchasing as well as passion to work for supply chain have skilled me to apply for this position.

I am passionate about procurement and supplier development. I have got 15 years' experience in field of supply chain started working at Mining Qualification Authority as procurement intern worked with supplier database and requesting quotation and placing orders. I developed an interest in procurement and worked as procurement officer for the same company.

Besides I have worked for Steve Biko Academic Hospital for 4 years as Logistics Officer whereby I have worked with maintenance for the machines and making sure that I procure the right material at the right time delivered at the right place. Continued my growth to Transnet engineering in coach business, preparing the tender documents. And am currently working for GIBELA-RAIL as a SENIOR PROCUREMENT OFFICER. My key roles are to Manage class A items, expedite all deliveries and acknowledgements, set objectives for junior procurement officers, Manage the KPI's and report monthly to Alstom globally on overall procurement spent.

Manage the evaluation of procurement executions and Manage procurement center.

I hold BTECH in Logistics I understand the process of procurement and supply chain. I am skillful in planning, negotiating contracts, localization of product and understand the urgency of missing items.

I believe that I have proposed the necessary experience and qualifications.

Preferred occupation                      Manufacturing jobs  
Manufacturing jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth                                      1981-11-25 (44 years old)

Gender    Female

Residential location                              Pretoria / Tshwane  
Gauteng

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address

Information is available only for registered users.

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## Work experience

Working period	<b>nuo 2007.06 iki 2008.05</b>
Company name	MQA
You were working at:	Buyer
Occupation	PROCUREMENT INTERN
What you did at this job position?	<ul style="list-style-type: none"><li>• Maintain supplier data base-register supplier on the system with the required documents</li><li>• Source quotation from supplier</li><li>• Negotiate the price</li><li>• Evaluate price</li><li>• Place an order with the right price, quantity and description</li><li>• Expedite the delivery-making sure that the supplier deliver to the right place and on time</li><li>• Advertise tender on government bulletin and national newspaper</li><li>• Compile the tender document</li><li>• Prepare documents for adjudication meeting</li></ul>
Working period	<b>nuo 2008.06 iki 2008.10</b>
Company name	MQA
You were working at:	Buyer
Occupation	PROCUREMENT ADMINISTRATOR
What you did at this job position?	<ul style="list-style-type: none"><li>• Maintain supplier data base-register supplier on the system with the required documents</li><li>• Source quotation from supplier- for advertising of posters, accredited supplier by SETA for training students, stationery, furniture and cleaning material</li><li>• Negotiate the price</li><li>• Evaluate price</li><li>• Place an order with the right price, quantity and description</li><li>• Expedite the delivery-making sure that the supplier deliver to the right place and on time</li><li>• Advertise tender on government bulletin and national newspaper</li><li>• Compile the tender document</li><li>• Prepare documents for adjudication meeting</li></ul>
Working period	<b>nuo 2009.05 iki 2013.04</b>
Company name	STEVE BIKO ACADEMIC HOSPITAL
You were working at:	Logistics manager
Occupation	LOGISTICS OFFICER
What you did at this job position?	<ul style="list-style-type: none"><li>• Source quotation from supplier- for bandage, pharmacy, kitchen, cleaning and Linen stores</li><li>• Negotiate the price</li><li>• Evaluate price</li><li>• Place an order with the right price, quantity and description</li><li>• Expedite the delivery-making sure that the supplier deliver to the right place and on time</li><li>• Engage with other Hospital regarding surplus material</li><li>• Set mile stone for the hospital in terms of review asset cost/budget</li><li>• Report monthly on asset register</li><li>• Drive disposal plan for the institution</li><li>• Receive the stock from the stores, GR on the system and send POD to finance for payment</li><li>• Placing contracts e.g. cleaning and maintenance</li><li>• Compile monthly report on overdue projects</li><li>• Review specification before sending out the RFQ</li><li>• Compile tender documents</li><li>• Evaluation of bidder</li><li>• Award the highest bidder</li><li>• Review SLA and sent out for validation</li><li>• Maintain contracts- to check the expiry date and advise the business on outstanding's</li></ul>

Working period **nuo 2013.05 iki 2016.06**

Company name **TRANSNET ENGINEERING**

You were working at: **Buyer**

Occupation **PROCUREMENT OFFICER**

What you did at this job position? Register supplier on database • Negotiate the price and lead time • Evaluate price • Place an order with the right price, quantity and description • Expedite the delivery-making sure that the supplier deliver to the right place and on time • Advise the coach business on the material that needs to be placed on contracts • Compile monthly report on items that are unordered, ordered and not delivered • liaise with business(end user) on contract update • prepare invoices for payment

Working period **nuo 2017.01 iki 2023**

Company name **Gibela Rail**

You were working at: **Buyer**

Occupation **SENIOR PROCUREMENT OFFICER**

What you did at this job position? • Control and manage the demand of goods and service from all depots • Manage class A items for all projects by setting re-order points • Review goods consumption and their cost and request for contracts • Review Bill of Material before purchase and sent for approval to project manager • Review scope of material before sending out the RFQ • Compile tender documents • Evaluation of bidder • Award the highest bidder • Review SLA and sent out for validation • Review implementation of sourcing strategy • Manage the contract by putting the KPI's • Manage suppliers score cards • Manage the evaluation of procurement executions for day to day • Expedite the deliveries and acknowledgements from supplier • Report procurement spent to project manager monthly • Set objectives for junior procurement officers • Manage junior procurement officer's KPI's and report monthly to top management • Manage the segregation of duties amongst subordinates in SAP -GSI • Manage procurement center • Report on OTIF monthly to central SC department • Compile a report to operation on availability of material for all projects • Allocate cost on shipping and custom to finance department • Manage the logistics consumption spent on shipping • liaise with transportation agency for delivery from international platforms • Manage logistics from plant to plant • Authorize offshore shipment cost • Validate the shipping invoices and send for payment • Manages project orders for warranty repair loop, Vandalism, Retrofit, Consignment material and Corrective material. • Compile list of repair material that are still under warranty and send to warehouse for packaging • Track all train warranty spares e.g Salon HVAC, Battery Box, Pantograph and salon cab HVAC • Track material that are out of warranty and negotiate price and lead time • Negotiate consignment material float for purchase • Developing Strategy plan for buying vandalized material

## Education

Educational period	<b>nuo 2010.01 iki 2012.12</b>
Degree	Degree
Educational institution	TUT
Educational qualification	B-TECH LOGISTICS

#### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent
Sepedi	fluent	fluent	fluent
isiZulu	basic	good	basic

#### Computer knowledge

- Microsoft office(Advanced)
- IQUAL
- SRM
- SAP

#### Conferences, seminars

SAPICS

#### Recommendations

Contact person	Keamogetswe Poee
Occupation	Supply Chain manager
Company	Gibela Rail
Telephone number	071 9735207
Email address	keamogetswe.poee@gibela-rail.com

#### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-01-00 (13 years)
Salary you wish	55000.00 R per month
How much do you earn now	42000.00 R per month