



# Sanelisiwe Mkhwanazi

Curriculum Vitae (CV)

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

Supply Chain/ Procurement I have Diploma in Financial Management i work @ Majuba TVET Collage as Procurement Clerk i Have 4 years experience i have a Good Skills such as:communication skills both verbal and written

- Good telephone etiquette
- Computer skills (Ms word, Excel, Email)
- Sage system and Caltech system
- Good administrative skills
- Good planning and organisational skills. As a public procurement clerk, my duties may include:

1. Assisting with the preparation of procurement documents.
2. Maintaining records of purchases, pricing, and other procurement-related information.
3. Communicating with vendors and suppliers to obtain quotes and information.
4. Processing purchase orders and ensuring compliance with procurement policies and procedures.
5. Assisting with the evaluation of bids and proposals.
6. Monitoring delivery schedules and resolving any discrepancies or issues.
7. Keeping abreast of procurement regulations and guidelines to ensure compliance.
8. Providing support to procurement officers or managers as needed.

Preferred occupation                      Procurement officer  
Finance jobs

Preferred work location                      Volksrust  
Mpumalanga

Pretoria / Tshwane  
Gauteng

Kriel  
Mpumalanga

Secunda  
Mpumalanga

## Contacts and general information about me

Day of birth                                      1985-12-16 (40 years old)  
Gender    Female

Residential location

Lydenburg  
Mpumalanga

Telephone number

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

Email address

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#### **Additional information**

Salary you wish

25000 R per month

How much do you earn now

15000 R per month