



Shitshembiso Lucas Bila

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative Jobs

- ▼ Computer literacy.
- ▼ Attention to detail. Plan and organize.
- ▼ Punctuality and confidentiality.
- ▼ Service delivery and client orientation.
- ▼ Excellent communication skills (written and verbal).
- ▼ Ability to work under pressure.
- ▼ Ability to coordinate and organize work related tasks.
- ▼ Good telephone etiquette.
- ▼ High level of reliability.
- ▼ Ability to act with tact and discretion.

Preferred occupation	Administrators
	Administrative jobs
	Truck drivers
Preferred work location	Generals
	General jobs
	Johannesburg
	Gauteng
	Polokwane / Pietersburg
	Limpopo

Contacts and general information about me

Day of birth	1993-04-17 (32 years old)
Gender	Male
Residential location	Johannesburg
	Gauteng
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	nuo 2018.03 iki dabar
Company name	Innovation Group Services
You were working at:	Procurement officer
Occupation	Supplier: Administrator
What you did at this job position?	<p>Loading, maintenance and management of supplier data on Procurement & operational systems in order to ensure that the supplier information available on the systems is up to date and accurate at all times. • Follow up of supplier data to ensure supplier documentation is received on time, enabling delivery to operational requirements. • Collaboration with the contract administration function to ensure sound procurement governance on supplier records • Tracking of expiry dates on supplier documentation & actioning of expired documentation in order to ensure that the supplier information available on the Procurement & operational systems is up to date and accurate • Conduct supplier vetting as and when required. • Ensure that all supplier supporting documentation is accurately loaded against the correct supplier records. • Support the contract administration function as and when required. • Continuously strive to enhance and improve the administration processes. • Represent and market this supplier administration process internally to peers, colleagues and suppliers. • Proactively ensure use of time, of resources, money, materials or equipment is in line with policies and procedures. • Ensure sound Procurement & data governance on supplier records through adhering to Procurement procedures, policies and standards at all times</p>

Education

Educational period	nuo 2013.01 iki 2015.12
Degree	Certificate
Educational institution	Ekurhuleni West College
Educational qualification	NCV L4 in Civil Engineering And Building Construction
I could work	Under administrative field, Construction and as a Driver.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent
Sepedi	very good	very good	basic
Tshivenda	fluent	fluent	good

Computer knowledge

Outlook

PowerPoint

Microsoft Office 365

Additional information

Your hobbies	Football and Writing
Word	
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Excel	
Driver license from	2015-11-00 (10 years)
Salary you wish	13000 R per month
How much do you earn now	8000 R per month