

# NOKHANYO RADEBE

## Operational And Procurement Manager

Resourceful Manager offering history of success coordinating and monitoring operations across various departments. Effective leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency. Highly committed with hardworking mentality to maintain quality of services and products.

Encouraging manager and analytical problem-solver with talents for team building, leading and motivating, as well as excellent customer relations aptitude and relationship-building skills. Proficient in using independent decision-making skills and sound judgment to positively impact company success. Dedicated to applying training, monitoring and morale-building abilities to enhance employee engagement and boost performance.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Work History

Start 2016-01

End 2024-02

### OPERATIONAL/PROCUREMENT MANAGER

KARA SA (PTY) LTD, Bizana

- Receiving purchasing requests from staff and procure on their behalf, then finalize on details of orders and deliveries.
- Ensuring that material purchased from suppliers is complete and that it aligns with production schedule for site and client requirement.
- Developing procurement processes for company
- Monitoring management's performance and implementation of strategies and ensuring appropriate resources are available for employees to achieve goals and objectives set.
- Approving and monitoring progress of major capital expenditure, capital investment managements and acquisition.
- Finding suppliers and negotiating on best price for material we need
- Compare prices received from suppliers and choosing best price for company/project.

## Contact

### Address

45 Garden Avenue, St Michaels, Uvongo 4270

### Phone

078 669 4206/081 316 9621

### E-mail

radebekhanyi9@gmail.com

## Skills

Policies and procedures

Strategic planning

Staff Management

Operations management

Improvement initiatives

Business administration

Schedule optimization

Contract Management

Creative merchandising

### MEMBERSHIP

SAPICS

Member No: 1504185

- Manage relationships with suppliers and develop new suppliers!
- Create projects and budget plan for client.
- Facilitate and manage tendering
- Assess tenders from potential suppliers and subcontractors
- Maintaining strong relationship with internal and external stakeholders.
- Applied effective time management techniques to meet tight deadlines.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Developed strong communication and organizational skills through working on group projects.
- Managed time efficiently in order to complete all tasks within deadlines.

**Start 2014-01**

**End 2015-06**

## **BUYER**

*CITY POWER OF JOHANNESBURG, Johannesburg*

- Demonstrating understanding of commodities within designated groups; Action items on requisition list by end-users;
- Send out Requests for quotations;
- Score submissions using PPPFA and other related SCM policy Instruments; Create Purchase Order for awarded company using SAP System
- Expedite delivery on orders placed to ensure that goods/services are delivered on time; Support Sourcing Specialists.
- Monitor performance of supplier.
- Conducting meetings with internal clients to understand their requirements and Support Commodity Manager Activities
- Maintained complete documentation and records of all purchasing activities
- Maintained key item stock levels and wrote or expedited purchase order.
- Managed and maintained purchase orders and invoices
- Analyzed sales and inventory data to determine
- Computed and created purchase orders to monitor stock levels, verify purchase requisitions and expedite customer orders

- Analyzed current vendors and products to stay abreast of market trends and evaluate new suppliers.
- Communicated with suppliers to negotiate best pricing on apparel and accessories
- Placed orders for merchandise consistent with quality, quantity and other specification requirements
- Evaluated product quality and vendor performance to maintain quality standards
- Established relationships with vendors to secure competitive pricing and discounts

## Education

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**2021-07 -  
Current**

**MBA: Operations Management And Supervision**

MANAGEMENT COLLEGE OF SOUTHERN AFRICA  
(MANCOSA) - Durban, South Africa

Managerial Economics, Information and Knowledge Management, Strategic in Marketing Management, Strategic in Operations management, Financial Management, Human Resource Development, Corporate Strategy, Research and Quantitative Methods, Supply Chain Management

Outstanding: Dissertation

**Start 2019-07  
End 2020-10**

**Post Graduate Diploma In Business Management**

MANCOSA - Durban, South Africa

Organisational Behaviour, Information and Knowledge Management, Marketing Management, Operations management, Strategic Management, Accounting and Financial Management, Human Resource Development, Advanced Project Management

**Start 2013-07  
End 2015-10**

**Bachelor of Commerce Supply Chain Management**

Management College of Southern Africa -  
Johannesburg, South Africa

. Business Management 1A 2. Business Management 1B 3. Business Management 2A 4. Business Management 2B 5. Business Management 3A 6.

Business Management 3B 7. Business Mathematics  
 8. Business Statistics 9. Commercial Law 10.  
 Economics 1A 11. Economics 1B 12. End User  
 Computing 13. Financial Accounting 14.  
 Information Systems 15. Management Accounting  
 16. Project Management 17. Supply Chain  
 Management 2A 18. Supply Chain Management 2B  
 19. Supply Chain Management 3A 20. Supply Chain  
 Management 3B 21. Supply Chain Management 3C  
 22. Supply Chain Management 3D 23. Supply Chain  
 Management 3E 24. Supply Chain Management 3F

**Start 2013-01**

**International Computer Driving Licence**

**End 2013-07**

*PC Training And Business College - Pretoria, South Africa*

Concepts of Information Technology, Using the Computer and Managing Files, Word Processing, Spreadsheets, Database, Presentation, Information and Communication

**Start 2010-01**

**BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

**End 2013-10**

*MANAGEMENT COLLEGE OF SOUTHERN AFRICA (MANCOSA) - Johannesburg, South Africa*

Introduction to Business Management, Business Mathematics, Economics 1A, End User Computing, Introduction to functional areas of Management, Economics 1B, Business Communication, Financial Reporting and Analysis, Organisational Leadership, Fundamentals of Human Resource Management, Management Accounting, Business and Society, Entrepreneurship and Small Businesses, Marketing, Information Systems, Business Statistics, Ethics and Conflict, Organisational Diversity, Financial Planning and Control, Global Business and Strategy, Project Management, Operations Management for Sustainability, The Business Environment and Ethics, Strategic Management Practices

**REFERENCES**

NAME + SURNAME	RELATIONSHIP	COMPANY	CONTACT NUMBER
Mr M Mtengwana	Director	Kara Sa Pty Ltd	0846559042
Miss M Seshego	Commodity Manager (SCM)	City Power	083 274 6709 011 490 7704