

## NOZINTOMBI CASSIDY MPANGELE-DEKEDA

### PROFILE

---

Organized with noted experience in administrative management and multitasking effectively to achieve project goals. Methodical and detail oriented team player with expertise in team leadership. Highly dependable, strong work ethics and reliable.

### EDUCATION

---

#### **March 2013-September 2014**

Advance Program in Sourcing and Supply Chain Management  
Unisa

#### **March 2010-September 2011**

Program in Public Procurement and Supply Chain Management  
Unisa

#### **January 2000-May 2003**

National Diploma In Accounting  
Eastern Cape Technikon (WSU)

#### **January 1997 - Dec 1999**

Matriculated  
Lukhanyo Senior Secondary School

### WORK HISTORY

---

#### **DIRECTOR ( 02/ 2020 TILL TODATE)**

##### **GCINA VUNDLE (PTY)LTD**

- Scrubbing and polishing floors
- cleaning windows and glass doors
- Polish office furniture and collect bins
- Stocktaking of cleaning material
- Manage stores

#### **ADMINISTRATOR AND TENDER REPRESENTATIVE (01/2017-11/2019)**

##### **AMADWALA CONSTRUCTION**

- Day to day running of business
- Process payments
- Filling in Tender documents and submission

## CONTACT DETAILS

Y123 Khayelitsha, Cape Town

079 878 0291

ZAMAGCINAZ@GMAIL.COM

## SKILLS

Leadership  
Team player  
Time management  
Problem solving

**SUPPLY CHAIN MANAGEMENT OFFICER(2/2008-02/2016  
EMALAHLENI LOCAL MUNICIPALITY**

- Needs analysis and maintenance of database
- Ensure compliance of legislation and SCM policy, budget and expenditure analysis
- Coordinate bid evaluation meetings
- Compilation of specification and or terms of reference
- Make follow up on orders

**SENIOR EXPENDITURE OFFICER (02/2006-01/2007)  
EMALAHLENI LOCAL MUNICIPALITY**

- Preparation of creditors for payments
- Preparation of monthly reports for both council and treasury
- Liaise with creditors
- Capturing of salaries and processing journals
- Processing of source documents
- Reconciliation of creditors ledger with general ledger control
- 

**REFERENCES**

---

- Emalahleni Local Municipality  
Colleague  
L. Matyaba  
071 5720 383
  - Emalahleni Local Municipality  
Internal Auditor  
N.Ntolosi  
081 270 0634
  - Ms T. Malangabi  
Friend  
083 976 6604
-