

CURRICULUM VITAE

OF

MS LINDIWE FAITH RWEXWANA

CONTACT:

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PERSONAL INFORMATION

ID number: 7306280792080
D.O.B: 28 June 1973
Driver's license: Code B

SKILLS

- Critical thinking
- Analytical
- Excellent oral and communication skills
- Time management
- Presentation competency
- Computer literate (Word, Windows, Excel, Advance Excel, PowerPoint, Outlook, Internet, Quick books, SAP MRP, MS Project, Cloud System)
- Research expertise
- Negotiation Skills

SUMMARY:

Senior Manager with 8+ experience with vast experience in sourcing of materials/services, evaluating of tenders and stakeholder relations. I am well abreast of the PPPFMA regulations and supply chain management policies and procedures. I am self-driven and self-motivated, and work well with a team and independently. An analytical thinker with vast knowledge of budget forecasting and budget management. My practical experience is accompanied by my formal qualifications, namely, MCIPS from the Chartered Institute of Purchasing and Supply (CIPS), National Diploma in Cost and Management Accounting from the Cape Peninsula University of Technologies (CPUT), Diploma in Project Management from Varsity College. I regard myself as a highly efficient professional who optimizes producing successful outcomes within the workplace, also flexible and enthusiastic in development and learning new ideas. Lastly, I pride myself on being innovative, someone that thinks outside the box for optimal performance.

EDUCATION BACKGROUND

Institution: CIPC
Qualification: MCIPS
Course: Purchasing Supply and Logistics
Year obtained: 2015

Institution: CPUT
Qualification: National Diploma
Course: Cost & Management Accounting
Year obtained: 2011

Institution: Varsity College
Qualification: Diploma
Course: Project Management
Year obtained: 2008

Institution: University of Pretoria
Qualification: Certificate
Course: Contracts Management
Year obtained: 2010

Institution: IIR Training
Qualification: Certificate
Course: Cost controlling and Project scheduling
Year obtained: 2012

REFERENCES

- 1. Mr. Bongani Sayidini**
PetroSA
Former Regional Manager
Tel: 083 287 8079
- 2. Mrs. Prudence Tobias**
PetroSA
Former Strategic Sourcing Manager
Tel: 072 854 9483
- 3. Mr. Vusumzi Tshose**
Department of Human Settlements

WORK EXPERIENCE

Department of Human Settlements - Ministry
01 November 2019 to 31 July 2024

Director: Head of Office (office of Deputy Minister)

- Ensure that administrative support is rendered to the Deputy Minister on Parliamentary/Legislature and Cabinet/Executive Council matters.
- Ensure that the required administrative functions are performed within the office of the executing authority
- Assist the executing authority with his/her constituency work.
- Assist the executing authority with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. participation in national and international forums and structures
- Manage the office of the executing authority.
- Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly
- Speech writing
- Planning and executing of Deputy Minister's outreach programmes

Jotun Paints South Africa
March 2017 to February 2018
Purchasing Manager

- Negotiate with suppliers so as to keep costs low without compromising on quality.
- Source for alternative/new suppliers for the approved raw materials.
- Draft Service Level Agreements (SLA).
- Prepare yearly budget forecast on raw material requirements and indirect material.
- Follow up with suppliers to ensure that the raw materials ordered are of the right quantity and quality and are delivered at the right time.

Manager: Stakeholder Relations
Tel: 083 581 5265

- Perform Contract Administration function to ensure that all Global and Regional contracted orders are being taken up accordingly.
- Monitor and supervise Raw Material Stock Count.
- Prepare stock reports including obsolete and slow-moving stock.
- Prepare Purchasing review reports. Purchasing reviews are held yearly
- Maintain stock level and purchasing prices records for analysis and comparison purposes.
- Assess new and existing suppliers based on their performance, pricing, delivery and ability to meet requirements.
- Ensure that all relevant documents pertaining to Imported stock are correctly submitted to Local Clearing Agents and Finance department
- Costing and receiving of Imported Goods.
- Co-operate with Accounts Department and other internal stakeholders.

PetroSA

June 2012 to January 2016

Strategic Sourcing Consultant (Supply Chain)

- Interact with key stakeholders in identifying business needs, building relationships and selling the features and benefits of early procurement involvement.
- Develop detailed sourcing and category plans to maximize effectiveness and efficiency.
- Manage preparation, implementation and execution of procurement processes.
- Implement procurement processes to ensure efficiency, cost savings and best practices.
- Work with finance team throughout the procurement cycle to assist with forecasting and budgeting.
- Assist Vendor Manager in vendor selection, management and performance.
- Perform sourcing, liaising and negotiating with new and existing suppliers to improve business.
- Re-negotiate contracts with suppliers to produce better savings and further value for spend.
- Create documentations necessary for the acquisition of materials and services.
- Review supplies, works and services to ensure compliance with company procedures and best procurement practice.

- Provide updates about procurement related progress and potential delays on a daily basis to the Business Manager.
- Maintain positive working relationships with strategic suppliers to assure cost, quality, and delivery targets are met.
- Analyze market and delivery trends so as to develop procurement technologies and processes that support those trends.

PetroSA

Procurement Assistant and Project Coordinator

June 2005 to June 2012

African National Congress

Special Assistant to ANC Women's League President

July 2003 to February 2005

Choice Training Solutions

Project Coordinator

January 2002 to June 2003