

MESSIAH SECHABE

Pretoria, Gauteng
067 701 9443 | Sechabemercy@gmail.com

PROFESSIONAL SUMMARY

Results-driven Supply Chain Management Practitioner with experience in procurement administration, tender processes, inventory control, and logistics coordination. Strong understanding of end-to-end supply chain processes including sourcing, supplier management, inventory control, and compliance monitoring.

CORE SUPPLY CHAIN COMPETENCIES

- End-to-End Supply Chain Coordination
- Strategic Sourcing & Supplier Management
- Procurement & Purchase Order Processing (SAP)
- Demand Planning & Requisition Management
- Inventory Control & Stock Reconciliation
- Tender & Contract Administration
- Supply Chain Compliance (PFMA & PPPFA principles)
- Vendor Performance Monitoring
- Logistics & Distribution Coordination
- Supply Chain Reporting & Dashboard Management

PROFESSIONAL EXPERIENCE

Procurement Administrator Assistant | SANRAL

- Supported end-to-end procurement and supply chain processes.
- Compiled RFQs and tender documents aligned to SCM policies.
- Processed purchase requisitions and generated purchase orders using SAP.
- Maintained supplier database and verified compliance documentation.
- Assisted with bid evaluations and contract administration.
- Maintained procurement dashboards and SCM reports.
- Ensured audit readiness and compliance with PFMA frameworks.

Warehouse & Logistics Intern | Chipkins Puratos

- Assisted with inventory control and stock reconciliation.
- Supported dispatch operations and route planning.
- Managed Certificates of Analysis (COA) documentation.
- Utilized WMS to monitor stock movement and improve accuracy.
- Improved order fulfillment timelines and reduced stock variances.

EDUCATION

Bachelor of Business Administration in Logistics & Supply Chain Management - IIE Rosebank College (2021)

TECHNICAL SKILLS

- SAP (Procurement, Purchase Orders, Requisitions)
- WMS (Warehouse Management Systems)
- Microsoft Excel (Pivot Tables & Reporting)
- Supplier Database & Vendor Management Systems
- SCM Compliance & Documentation Control