

Mmabatho Mpyane

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Professional Summary

I am a motivated and detail-oriented Business Administration graduate specializing in Logistics and Supply Chain Management, with one year of hands-on experience as Procurement Clerk. Skilled in purchasing processes, supplier coordination, inventory control, and documentation. Eager to contribute to efficient supply chain operations and organizational success.

Experience

01 AUGUST 2024 – 31 JULY 2025

Procurement Clerk | Automotive Industry Development Centre | Rosslyn

Assisted in sourcing and purchasing goods and services in line with company policies.

Prepared purchase orders and followed up with suppliers on deliveries.

Maintained accurate procurement records and documentation.

Supported inventory management and stock activities.

Liaised with suppliers to resolve orders and delivery issues.

Assisted in cost comparison and supplier evaluation.

Skills

Procurement & Purchasing Procedures • Logistics & Supply chain Operation • Supplier Coordination • Record Keeping & Documentation • Microsoft Office (Word, Excel, Outlook) • Attention to detail • Communication & Teamwork • Professional strengths • Able to work under supervision and independently • Quick learner with strong problem-solving skills • Good time management and multitasking abilities

Education

2021 - 2023

Bachelor of Business Administration in Logistics and Supply Chain | IIE Rosebank College | Pretoria

2020

National Senior Certificate | Tebogwana Secondary School | Pretoria

Training

PFMA, PPPFA, PAIA • Supply Chain Management • 3 Bids Committees • CIDB Training •

Reference Available Upon Request