

Tshegofatso Johannes

Northern Cape 

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Results driven Operations administrator with experience in procurement, costing, and Purchase-To-Pay (P2P) processes. Skilled in planning and managing service jobs for mining machinery, including cost allocation, machine service files, SAP based invoicing, credit management and financial reconciliations.

Experienced in WIP management, supplier coordination, and process improvement within heavy equipment and utility sectors. Seeking growth into structured procurement, costing, or operations-focused roles.

Experience

2024 – 2025

Senior Clerk Learnership/Eskom, Kuruman, Northern Cape

- Provided administrative support within a regulated, compliance-driven environment.
- Captured hours and overtime for on-site technicians and assisted the coordinator with scheduling and booking.
- Managed filing systems and record keeping for audit feedback.

AUGUST 2025 – PRESENT

Operations administrator/Komatsu, Kathu, Northern Cape

- Managed end-to-end Purchase-to-Pay (P2P) processes ensuring compliance with procurement policies.
- Planned and monitored service jobs for mining machinery, including cost allocation and resource planning.
- Maintained and updated machine service files accurately, ensuring all service activities were documented.
- Processed invoices and credits for service jobs, goods and services for Branch daily operations via SAP, reconciling discrepancies and resolving supplier queries.
- Reconciled supplier invoices against purchase orders and goods received notes.
- Processed and verified credit and debit notes related to machinery services.
- Supported month-end financial reconciliations and WIP cost tracking.
- Monitored timesheets and ensured accurate labor allocation.
- Identified inefficiencies in WIP, billing, and costing processes and implemented improvements.

Skills

SAP • Procurement & Purchase-to-Pay (P2P) • Team player • Excellent time management skills • SAP Invoicing & Credit Management • Costing & Service Job Planning (Mining Machinery) • WIP Management & Cost Allocation • Reporting & Data Accuracy • Excellent communication

Education

2019 - 2023

Bachelor of Business Administration in Supply Chain Logistics/Rosebank College IIE, Gauteng, Pretoria CBD Campus

2014 - 2018

National Senior Certificate (Matric)/Kalahari High School, Northern Cape, Kuruman

Activities

Literature • Fitness • Art • CIPS Level 3 Certification Candidate (Ongoing) •