

# CURRICULUM VITAE OF ZAKHELE EMMANUEL MBUYISA

## PERSONAL DETAILS

Title : Mr.  
Contact Number : 073 4670 675/ 074 834 7327  
Email Address : mbuyisa.z@gmail.com  
Physical Address : 10104 Murhangeli Street, Rua Vista, Olievenhoutbosch, Ext. 36, 0175  
Date of Birth : 1989 October 09  
Identity Number : 891009 6043 080  
Gender : Male  
Nationality : South African  
Home language : IsiZulu  
Other language : English, Swati, Zulu  
Driver's license : B (code 08)

## EDUCATIONAL QUALIFICATIONS

### SECONDARY EDUCATION

Last School Attended : Matriculated at Nkosibomvu Secondary School in 2007

### TERTIARY EDUCATION

Name of Institution : Commerce Edge  
Qualification : Level 4 - Diploma in Procurement and Supply (CIPS) currently studying

Name of Institution : NWU  
Qualification : AI Business Productivity MC Vod 2023-3 (2024)

Name of Institution : Gordon Institute of Business Science  
Qualification : Negotiation Skills Certificate (2023)

Name of Institution : SEDA  
Qualification : Quality Management System Certificate (ISO 9001:2015) (2019)

Name of Institution : IOS Group  
Qualification : New Venture Creation – Entrepreneurship (NVC 748/2019/044)

Name of Institution : Mangosuthu University of Technology  
Qualification : National Dip: Public Management (2012)

### KNOWLEDGE, SKILLS AND COMPETENCIES:

- Customer Service and Time management skills,
- Computer literacy in (Microsoft Excel, Word, Outlook, E-mail, PowerPoint and internet),
- Knowledge of PPPFA, BBBEE, MFMA, Constitution, Treasury Regulation, Extensive knowledge of the PFMA,
- Knowledge of research,
- Strategic Planning, Organizational skills and Co-ordination,
- Basic Knowledge of legislative framework governing public policies e.g. Public Services act,
- Basic knowledge of supply chain duties and functions, practices and ability to capture data,
- Communication and interpersonal skills,
- Office Management skills,
- Stress Management skills,
- Ability to work under pressure and meet deadlines,
- Flexible and open to challenges,
- People management skills,

- Negotiating, Organizing, Analytical, and Problem Solving,
- Project Management Principles and Methodologies,
- Project Planning and Project Management Skills,
- ISO Quality Management System Training (ISO 9001:2015) Principles,
- Process and Produce Writing,
- Basic Analogy ISO 9001:2015,
- Knowledge of BAS, SAP and SAGE evolution, Raindrop
- Ability to maintain high level of confidentiality,
- Ability to plan and prioritize in the execution of daily tasks,
- Financial management skills.
- Builds commitment and overcomes resistance
- Monitors transition and evaluate results
- Develops workable implementation plans
- Accepts feedback from others
- Supervisory skills
- Strong negotiation and contract management skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Analytical mindset with a focus on cost-saving opportunities.
- High ethical standards and commitment to compliance.
- The ability to handle multiple tasks simultaneously, maintain focus and adapt to a variety of challenges.
- Ability to work across business units / geographical locations and cultural sensitivity. Awareness, good business acumen, ethics and understanding of legal contract.

### **EMPLOYMENT HISTORY**

**Name of Company** : **IoT.nxt**  
**Position** : **Procurement Officer**  
**Duration** : **15 August 2022 – To date**  
**Reason for leaving** : **N/A**

### **DUTIES**

- Coordinate and process procurement purchases
- Apply for import permits and import permit dispensation letters
- Receipting of GRV's
- Process and finalise imported supplier related claims
- Assist with relevant functions to procurement
- Loading Purchase orders and GRV's
- Notify Sales of stock received.
- Ensuring goods received are checked and loaded timeously onto the system.
- Following up on back orders with suppliers and confirming ETA's
- Sending out the daily ETA report
- Assisting with queries on new products, pricing, and availability
- Working closely with clearing and forwarding agents for timeous deliveries of imports and exports
- Notifying suppliers of faulty stock and arranging returns, ensuring Returns to suppliers are processed.
- Calculating landed cost
- Calculating estimated landed costs prior and submitting to sales for approval
- Completing price approval forms and submitting for approval
- Monitoring landed costs on products to ensure a stable GP.
- Ensuring all backorders are fulfilled for corporate and retail clients.
- Ensure that new codes are created and maintained on the system and that pricing is always accurate.
- Ensure that Bills of Material are created and maintained correctly.
- Manage Suppliers and review their level of service and product quality on a regular basis.

- Ensure compliance and maintenance of ISO 9001:2008 policies and procedures pertaining to procurement.
- Assist with adhoc requests.
- Conduct market research.
- Supply Chain Master Data Maintenance and Governance.

**Name of Company** : **Voli Engineering (Pty) Ltd**  
**Position** : **Debtors Clerk (contract)**  
**Duration** : **03 May 2022 – 12 August 2022**  
**Reason for leaving** : **New Opportunities**

### **DUTIES**

- Communicate with Suppliers/customers.
- Creation of quotes for customers.
- Creation of sales Order, invoices, delivery notes, statement.
- Research Potential Vendors (Specifically machine spare parts and services).
- Tract orders and ensure timely delivery.
- Do Purchase Orders on SAGE Evolution.
- Maintain update record of purchase products, delivery information and invoices.
- Handle supplier related queries and late deliveries.
- Manage material planning and track orders to ensure on time delivery to workshop.
- Filing of Purchase orders and Purchase Requisitions slips.
- Accept quotations and prepare comparative schedules for approval.
- Receive requisitions and request for quotations.
- Prepare and send monthly debtor's invoices and statement.
- Debt collection via phone and emails.
- Following up debtor payment agreements.
- Communicate both verbal and written with debtors with regard to overdue accounts.
- Allocate receipts on financial system when required.

**Name of Company** : **Liwayway Food South Africa (Pty) Ltd**  
**Position** : **Procurement Officer/Buyer (contract)**  
**Duration** : **17 January 2022 – 29 April 2022 (3 Months)**  
**Reason for leaving** : **New Opportunities**

### **DUTIES**

- Receive requisitions and request for quotations.
- Research Potential Vendors (Specifically machine spare parts and services).
- Request quotes and negotiate best possible prices from suppliers on various items such as raw material, components, spares.
- Accept quotations and prepare comparative schedules for approval.
- Facilitate approvals/procurement process on pastel evolution and generate purchase orders.
- Arrange collections and delivers with various courier companies.
- Negotiate contract terms of agreement, payment and pricing.
- Keep tract of purchase orders placed and or deliveries arranged, ensure that items are delivered/collected on time.
- Maintain update record of purchase products, delivery information and invoices.
- Work closely with finance departments and other logistics administrators in the team.
- Handle supplier related queries and late deliveries.
- Prepare weekly and monthly purchasing reports.
- Manage material planning and track orders to ensure on time delivery to manufacture.
- Coordinate deliveries with receiving warehouse.
- Filing of Purchase orders and Purchase Requisitions slips.
- Order stationery, Raw Material, Machinery parts.

**Name of Company** : **Igagasi Engineering and Rubber (Pty) Ltd**  
**Position** : **Senior Buyer (contract)**  
**Duration** : **22 February 2018 – 29 October 2021 (4 years and 8 Months)**  
**Reason for leaving** : **New Opportunities**

### **DUTIES**

- Review procurement documents to procure requisitioned items or services.
- Prepare/Place purchase orders in line with final negotiations with selected suppliers and in line with organisational targets and requirements.
- Building relationships with suppliers and negotiating with them for the best price, quantities and delivery timeframes.
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company.
- Solve problems with orders in an efficient and timely manner.
- Make purchase decisions in accordance with company procedures and regulations.
- Research and prepare bid specifications.
- Explain and clarify purchasing procedures to internal departments as well as vendors.
- Review quotes and secure the most competitive bids.
- Handle supplier related queries and late deliveries.
- Prepare requests for quotations (RFQ), forward RFQs to potential suppliers and follow up on missing information.
- Receive quotations and confirm compliance to the specification including supporting documents.
- Manage, monitor and review the business unit's policies, procedures and processes, in accordance with best practice and legislation.
- Research new suppliers and products as requested.
- Monitor supplier performance and contract compliance, addressing any issues proactively.
- Execute ad hoc duties as reasonably requested by the Manager.
- Provide technical support in preparation and conducting procurement training on procurement techniques. Monitor supplier performance and contract compliance, addressing any issues proactively.
- Overseeing of projects from an administrative perspective
- Ensure that all administration and reporting is kept up to date (within scope of control).
- Follow up with Procurement if PO was issued.
- Attend departmental meetings as required.
- Support Project Managers and provide assistance to the Production Team.
- Day to day administration and support of multiple projects to ensure smooth and timely delivery.
- Following all Project Administration duties.
- Anything else required which falls within supplier chain management.
- Stock planning and ordering. Monitor the implementation of the operation plan for the business unit to support the achievement of the strategic objectives.
- Managing all project related Subsistence, Travel and accommodation.
- Submitting Documentation to accounts for payment, following up and confirming all payments.
- Obtain quotes from suppliers when stock is needed.
- Controlling, issuing and receiving materials, PPE for projects.
- Administrative duties, filing, copying, scanning, emailing & printing.
- Monitor the progress of all purchase and advise Line of the imminent completion and of expiry dates.
- Facilitate and investigate all delivery and payment related issues.
- Attend tender briefing meetings.
- Provide procurement expert advice on wide ranging and complex technical and other issues relating to institutional procurement
- Ensure that the tender documents are completed and accurate and submitted in advance.
- Monitor supplier performance and contract compliance, addressing any issues proactively. Coordinate contract negotiations, ensuring adherence to the procurement policies and obtaining value for money.
- Provide advice and guidance to Business Units concerning development of specifications for acquisition of goods or

- related services including preparation of price estimates on procurement requests for non-standard items.
- Facilitate supplier prequalification, evaluation, and contract negotiations to ensure value for money and timely delivery of goods and services.
- Manage delivery against contracts.
- Review standards and specific terms and conditions with suppliers.
- The ability to handle multiple tasks simultaneously, maintain focus and adapt to a variety of challenges.
- Ensure overall compliance of supply chain management and risk management of supply chain management.
- Determine and develop appropriate sources of supply and maintain cooperative working relationships with vendors to stay current with trends and technologies, products and services.

**Name of Company** : **EThekweni Municipality**  
**Position** : **Graduate Trainee (contract)**  
**Duration** : **02 June 2015 – 02 June 2017 (2 years)**  
**Reason for leaving** : **End of contract**

### **DUTIES**

- Assist in requesting and receiving quotation and invoices.
- Efficient filing and maintaining of procurement records and data.
- Ensuring suppliers are compliant e.g. valid BEE certificate, with SARS.
- Obtaining signature from senior managers for pro-forma, invoices for order of payments.
- Submission of Proformas to accounts department for the processing of order numbers.
- Evaluation of samples.
- Draft Tender advertisement, ensure correct advertisement and specification.
- Monitor and ensure consistent service delivery levels across the programme structures and the areas of improvement
- Prepare payment requests and collect all required documents to facilitate the payment submission.
- General Administration, Filing, answering of telephone and attending to queries, drafting memos and various correspondence and forward them through email/fax to relevant stakeholders.
- Providing Administration support to project coordinators in the implementation of procurement within the special programmes department.
- Ushering and guests during events.
- Managing and securing all bookings of the venues for the events, Drafting and sending out invites.
- Assist in coordination consolidating organizational Annual Procurement Plan.
- Office Mail Activities (Outlook).
- Assist with supplier briefing systems.
- Receive quotations and confirm compliance to the specification including supporting documents.
- Setting up and preparing reports for Technical and Steering committee meetings.
- Following all Project Administration duties.
- Maintain all project related documentation.
- Provide support in the management of end – to – end procurement activities from planning to contract award.
- Assist in developing, executing, and administering complex procurements for diverse works, goods and services in accordance
- Complete and collect timesheet for employees from site and submit to payroll department.
- Compilation of tender documents e.g. ability to draft plans, policies, procedures and ensure that all mandatory documents are updated.
- Conduct detailed training and workshops with programme teams to increase ease of operations and relationship management with all supply chain management.
- Conduct supplier relationship management activities.

**Name of Company** : **KwaMashu Community Health Centre**  
**Position** : **Intern (contract)**  
**Duration** : **01 May 2013 – 31 March 2014 (11 months)**  
**Reason for leaving** : **End of contract**

### **DUTIES**

- Update of tender notice board.
- Taking minutes of tender opening.
- Follow up on orders.
- Entering all order received on monthly schedule.
- Capturing of commitment and payments.
- Capturing of journals, receipts and debts.
- Request, download and print disbursement reports.
- Download and print document control report.
- Prepare BAS transaction register.
- Capturing the payments and journal on monthly basis on BAS system.
- Prepare in-year monitoring schedule of payments.
- Batching and submitting of all monthly Payments, Journals, Receipts and Debts to Head Office voucher control section.
- Ensure all payments are paid in 30 days.
- Attend to payment enquiries.
- Update asset register.
- Assist with the allocation of Asset.
- Reporting losses and damages equipment.
- Safekeeping and issuing face value book.
- Monthly sport check of inventory.
- Data Capturing.
- Compile commitments reports on monthly basis.
- Performing administrative duties.
- Assist supply officer to replenish stock.
- Update payment register.
- Complete and submit trip sheets timeously to the Logistics Officer for transport requests.
- Presenting of all services invoices to Cash Flow for approval.
- Assisting the SFMO in the drafting of procurement plans for satellite clinics and CHC SCM report.
- Receiving of new assets and make sure all assets are ownership marked (engraving).

**Name of Company** : **KZN Health EThekwini District Office**  
**Position** : **Intern (contract)**  
**Duration** : **01 April 2013- 30 April 2013 (1 month)**  
**Reason for leaving** : **Relocated**

### **DUTIES**

- Checking if awarded suppliers are on B.A.S, their contract numbers and placing orders.
- Following up on outstanding orders, receiving invoices and checking them against actual order, processing payments for goods and services rendered including monthly payments and compiling the Accounts Payable Reports.
- Barcoding and engraving new equipment.
- Provide secretariat duties such as attending phone calls, direct them to relevant people and taking messages.

**Name of Company** : **Prince Mshiyeni Memorial Hospital**  
**Position** : **In-service Trainee (contract)**  
**Duration** : **08 August 2012- 31 October 2012 (3 months)**  
**Reason for leaving** : **End of training**

## **DUTIES**

- Assisting in the preparation of the procurement plan.
- Receive, stores, issue non stock items (NSI) form requests from all departments within PMMH as well as allwell as clinics under PMMH.
- Receiving replenishment forms from SCM: Warehouse Departments.
- Checking for correctness of documents e.g. checking supply invoices against purchased orders to ensure that the correct items are delivered.
- Assist in the drafting of bid specification forms for all NSI's and replenishments received from end users.
- Emailing and faxing of numerous documentations.
- Photocopying, filling and typing of numerous documentations.
- Organising documents on daily basis.
- Timeous submission of invoices to payment section.
- Filling of files accordingly.
- Tender box opening.
- Assist in stock taking.
- Assisting end users in follow up queries.
- Answering of telephone and taking of messages.

## **REFERENCES**

Name of person : Sbongile Mhlongo (Procurement Manager)  
Name of Organization : IoT.nxt Head Office  
Contact Number : (012) 880 0114 / 062 262 3625  
Email : sbongile.mhlongo@iotnxt.com

Name of person : Mrs. Miriam Mohale (Administrator)  
Name of Organization : Affinity Human Capital Partner  
Contact Number : 067 053 9298  
Email : miriam@affinityhumanpartner.com

Name of person : Mrs. Boitumelo Masombuka (Accounting Administrator)  
Name of Organization : Liwayway Food South Africa (Pty) Ltd  
Contact Number : (012) 161 0028 / 078 081 5284  
Email : accounting@oishi-tm.co.za

Name of person : Ms. Keshia Baloyi (Office Administrator)  
Name of Organization : Igagasi Engineering and Rubber (Pty) Ltd  
Contact Number : (011) 813 8136 / 074 213 0070  
Email : admin@igagasiengineering.co.za

Name of person : Mrs. Winnie Khuzwayo (Office Manager)  
Name of Organization : EThekwini Municipality  
Contact Number : (031) 311 2015 /078 217 7995  
Email : Winnie.Khuzwayo@durban.gov.za

Name of person : Mr. Thamsanqa Mthembu (Human Resource Officer)  
Name of Organization : KwaMashu Community Health Centre  
Contact Number : (031) 504 8735 /072 260 6820  
Email : Thamsanqa.Mthembu@kznhealth.gov.za