

Roseline Dangazela

Business Development and Tenders Specialist | Tenders & Proposals | Stakeholder Coordination | CRM
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PROFESSIONAL SUMMARY

Business Development and Tenders Specialist with over 3 years' experience managing end-to-end tenders, proposals, and client-facing business development initiatives in professional services environments. Skilled at coordinating stakeholders, meeting strict deadlines, and delivering polished, compliant submissions. Experienced in pipeline management, lead generation, CRM administration, and preparing capability statements, pitch decks, and marketing collateral. Highly proficient in MS Word, Excel, PowerPoint, and Outlook, with strong attention to detail and a proven track record of supporting successful business outcomes.

CORE SKILLS

- End-to-End Tender & Proposal Management
- Business Development & Lead Generation
- Stakeholder Coordination & Cross-Functional Collaboration
- Compliance, Quality Assurance & Deadline Management
- Client-Ready Document Preparation & Packaging
- CRM Records & Pipeline Management
- Capability Statements, Pitch Decks & Marketing Collateral
- Event Coordination, Trade Shows & Conference Support
- Advanced MS Word, Excel, PowerPoint, Outlook
- Attention to Detail & Process Improvement
- Professional Services Environment Experience
- Document Standardization & Template Management

PROFESSIONAL EXPERIENCE

Procurement Administrator / Tender & Cost Analyst

Hinc Group Pty Ltd – Pretoria, Gauteng

April 2024 – Present

- Managed end-to-end tender and proposal submissions, ensuring compliance with deadlines and professional standards.
- Coordinated internal stakeholders to allocate actions, collect technical inputs, and meet submission timelines.
- Compiled, formatted, and packaged tenders and proposals into polished, client-ready documents.
- Tracked tender and business development pipelines, including client engagement, key dates, and outcomes.

- Prepared and maintained capability statements, pitch decks, company profiles, and supporting marketing collateral.
- Maintained CRM records, client information, engagement tracking, and business development reporting.
- Reviewed submissions for completeness, accuracy, quality, and brand consistency.
- Supported business development activities including lead generation, outreach, and pipeline building.
- Coordinated participation in events, trade shows, and conferences, including logistics, collateral preparation, and follow-up.
- Implemented standardized templates and documentation to improve efficiency and ensure consistent professional presentation.

Office Assistant – Procurement & Operations Support

Chix Marketing – Pretoria, Gauteng

August 2020 – January 2024

- Supported tender and proposal preparation through research, document compilation, and stakeholder communication.
- Maintained accurate records, templates, and reference materials for client submissions.
- Assisted with internal business development initiatives, including pipeline tracking and reporting.
- Provided administrative support to ensure compliance, deadlines, and professional quality standards were met.

EDUCATION

Bachelor of Computer Science

University of the People, USA (2023 – Present)

CERTIFICATIONS

- Business Development – Brooklyn City College