

Roseline Dangazela

Commercial Construction Estimator | Procurement & Tender Specialist

Pretoria, South Africa | Open to Remote (US Time Zones) | +27 74 566 3399 | roseline.danga@gmail.com

Professional Summary

Detail-oriented **Commercial Construction Estimator** with hands-on experience in cost estimation, tender preparation, supplier pricing, and bid submission across public and private sector projects. Proven ability to analyze project documentation, scopes of work, and market pricing to deliver accurate, competitive estimates. Known for a **75% tender win rate** and strong collaboration with project teams, suppliers, and stakeholders.

Professional Experience

Procurement Administrator / Tender & Cost Estimator

Hinc Group Pty Ltd – Pretoria, Gauteng

April 2024 – Present

- Prepare detailed **cost estimates, bid proposals, and pricing breakdowns** for commercial and infrastructure projects.
- Analyze project documentation, specifications, scopes of work, and tender drawings to ensure accurate estimating.
- Coordinate with suppliers and subcontractors to obtain **material, labor, and service pricing**.
- Monitor and update estimates as project scope and conditions change during the bidding process.
- Conduct **market, material, and competitor cost analysis** to ensure competitive bidding.
- Submit bids under tight deadlines, including late-evening submissions.
- Achieved a **75% tender success rate**, directly contributing to company revenue growth.
- Increased awarded projects by **20%** through optimized pricing strategies.

Office Assistant

Chix Marketing – Pretoria, Gauteng

- Supported procurement and operations through document control, quotations, and vendor coordination.
- Managed invoices, pricing records, scheduling, and internal reporting.
- Assisted with logistics planning and supplier communications.

Core Estimating & Construction Skills

- Commercial Construction Cost Estimation
- Bid Preparation & Tender Submissions
- Quantity Take-Offs & Scope Analysis
- Supplier & Subcontractor Pricing
- Market, Material & Labor Cost Analysis
- Cost Breakdown & Reporting
- Microsoft Excel (Advanced), Power BI
- Procurement & Contract Support

Education

Bachelor of Computer Science – University of the People, USA (2023 – Present)

Certifications

- **Business Development** – Brooklyn City College (2022 – 2024)

Key Achievements

- Rapid promotion from Intern to Tender & Cost Estimator.
- Automated tender and pricing research, reducing bid preparation time by **70%**.
- Direct contributor to profitable commercial project awards.