

Roseline Dangazela

Procurement & Quality Control Specialist | Vendor Sourcing | Remote

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PROFESSIONAL SUMMARY

Procurement and Quality Control Specialist with hands-on experience supporting vendor sourcing, vetting, onboarding, and pricing review across end-to-end procurement and operational workflows. Proven ability to monitor vendor performance, maintain accurate records, analyze feedback, and ensure consistent quality, safety, and service standards. Experienced in cross-functional coordination, risk awareness, and documentation within remote, global-facing environments.

CORE SKILLS

- Vendor Sourcing, Vetting & Onboarding
- Procurement & Quality Control Workflows
- Vendor Performance Monitoring & Evaluation
- Pricing Review, Cost Analysis & Negotiation Support
- Quality, Safety & Service Standards Compliance
- Vendor Records, Contracts & Documentation
- Cross-Functional Coordination (Remote Teams)
- Feedback Collection & Post-Trip Analysis
- Risk Identification, Issue Flagging & Escalation
- Process Documentation & Continuous Improvement
- Advanced Excel & Data Analysis
- Remote, Asynchronous Collaboration

PROFESSIONAL EXPERIENCE

Procurement Administrator / Tender & Cost Analyst

Hinc Group Pty Ltd – Pretoria, Gauteng

April 2024 – Present

- Supported vendor sourcing, vetting, and onboarding processes, ensuring suppliers met defined quality, pricing, and service standards.
- Reviewed vendor pricing, cost structures, and inclusion scopes to support value alignment and procurement decision-making.
- Maintained accurate vendor records, procurement documentation, approvals, and performance histories within internal systems.
- Monitored vendor performance using structured reviews, operational data, and feedback analysis.

- Flagged quality risks, service gaps, and recurring vendor issues, supporting remediation and escalation processes.
- Coordinated with internal teams to ensure vendor alignment, approved scope, and readiness prior to execution.
- Analyzed procurement and operational data to support quality assurance and continuous improvement initiatives.
- Automated procurement research and data preparation workflows, reducing processing time by **70%**.
- Contributed to a **75% procurement success rate**, increasing awarded projects by **20%**.

Office Assistant – Procurement & Operations Support

Chix Marketing – Pretoria, Gauteng

August 2020 – January 2024

- Supported procurement and vendor coordination activities, including quotation review and supplier communication.
- Maintained vendor documentation, records, and operational files to support quality and compliance tracking.
- Assisted with cost tracking, spend reconciliation, and operational support activities.
- Provided administrative support for vendor-related issues and internal coordination.

EDUCATION

Bachelor of Computer Science

University of the People, USA (2023 – Present)

CERTIFICATIONS

- Business Development – Brooklyn City College