

# Roseline Dangazela

Procurement Analyst | Spend Analysis | Data & Process Optimisation

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## Professional Summary

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Analytical and results-driven **Procurement Analyst** with proven experience in **spend analysis, vendor pricing, cost optimisation, tender evaluation, and procurement reporting**. Strong background in transforming raw procurement data into actionable insights that support strategic sourcing, budgeting, and supplier performance management. Advanced Excel and Power BI user with growing technical capability through ongoing **Computer Science studies**.

## Core Procurement & Analytics Skills

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- Spend Analysis & Procurement Analytics
- Strategic Sourcing & Vendor Evaluation
- Cost Modelling & Budget Support
- Supplier Performance Analysis
- Advanced Excel (Power Query, Lookups, Automation)
- Power BI Dashboards & Data Visualisation
- Process Optimisation & Workflow Design
- Procurement Reporting & Insights

## Professional Experience

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### Procurement Administrator / Tender & Cost Analyst

**Hinc Group Pty Ltd – Pretoria, Gauteng**

April 2024 – Present

- Analyse procurement spend, supplier pricing, and tender data to support strategic sourcing and budgeting.
- Develop detailed cost models and pricing structures used in high-value procurement decisions.
- Create and maintain Excel-based procurement dashboards tracking supplier costs, trends, and tender outcomes.

- Conduct market and competitor pricing analysis to identify savings and optimisation opportunities.
- Support sourcing initiatives by evaluating supplier quotations and validating pricing accuracy.
- Automated procurement data collection and tender research, reducing preparation time by **70%**.
- Achieved a **75% tender success rate**, increasing awarded projects by **20%**.

## Office Assistant – Procurement & Operations Support

### **Chix Marketing** – Pretoria, Gauteng

August 2020 – January 2024

- Supported procurement operations through quotation analysis, supplier coordination, and pricing records.
- Maintained supplier data, invoices, and procurement documentation for reporting and audits.
- Assisted with spend reconciliation and internal cost tracking.

## Key Achievements

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- Progressed from administrative support into analytical procurement responsibilities.
- Introduced automation into pricing and supplier comparison workflows.
- Direct contributor to profitable sourcing and cost-optimised procurement outcomes.

## Education

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### Bachelor of Computer Science

University of the People, USA (2023 – Present)

## Certifications

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