

Roseline Dangazela

Procurement Administrator

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Professional Summary

Detail-oriented Procurement and Tender Management professional with experience in bid administration, supplier coordination, and compliance across public and private sectors. Skilled in purchase order management, market analysis, and cross-functional collaboration to drive efficient, on-time procurement operations

Experience

Business Development – Procurement Administrator

Hinc Group Pty Ltd – Pretoria, Gauteng

April 2023 – Current

- Promoted rapidly due to strong performance, taking full responsibility for tender administration and procurement coordination across public and private sectors
- Spearheaded identification and management of high-value tenders, contributing directly to revenue growth and business expansion.
- Built and maintained strong supplier and stakeholder relationships, improving communication and contract success rates.
- Developed an automated tender scraper that reduced manual research time by 70% and increased bid submission efficiency
- Conducted competitor and market analysis to support data-driven bidding strategies and strengthen the company's competitive position.
- Delivered accurate reports on tender pipelines, product data, and market trends, supporting strategic decisions and operational growth.
- Won multiple bids using online tender platforms, increasing awards by 20%.

Office Assistant

August 2020 – January 2024

- Handled office scheduling, inventory, and customer support efficiently.
- Managed financial documents, invoices, and logistics for meetings/events.

Key Projects

Automated Tender Scraper

Full-stack tool for tender scraping and dashboard display. Features include:

- Real-time scraping with cron jobs
- Email alerts + RFQ automation
- Built with Scrapy, Next.js, TypeScript, Tailwind, SQLite

Skills

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|--|--|---------------------------------------|
| • Procurement & Tender Management | • Market & Competitor Analysis | • Problem Solving, Strategic Thinking |
| • Purchase Order & Supplier Coordination | • Data Analysis & Reporting
Sage, Power BI, Python basics | • Time Management, Leadership |
| • Process Automation & Efficiency Improvemen | • Microsoft Office Suite (Excel, Word, PowerPoint) | |

Education

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

Certifications

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

ACHIEVEMENTS / KEY HIGHLIGHTS

- Rapid promotion from Intern to Tender Administrator within one year.
- Automated tender scraping tool, cutting research time by 70% and increasing efficiency.
- Direct contribution to revenue growth through strategic tender identification and management.

Links

[GitHub](#)

[LinkedIn](#)