

Roseline Dangazela

Procurement Expert | Supply Chain & Logistics Workflows | Remote
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PROFESSIONAL SUMMARY

Procurement professional with hands-on experience across **end-to-end procurement, supply chain, and logistics workflows**, from sourcing and supplier evaluation through pricing, tender analysis, and delivery support. Strong ability to **analyze, document, and clearly explain procurement and logistics processes**, decision points, and operational workflows. Experienced in vendor communication, pricing validation, and disruption-aware procurement planning. Comfortable working independently in **remote, asynchronous environments**, with a strong analytical foundation supported by ongoing **Computer Science studies**.

KEY SKILLS & EXPERTISE

- End-to-End Procurement & Supply Chain Workflows
- Sourcing, Tender Analysis & Vendor Evaluation
- Demand Planning & Procurement Decision Support
- Logistics Operations & Delivery Coordination
- Vendor Communication & Pricing Negotiation Support
- Procurement Process Documentation & Workflow Breakdown
- Spend Analysis, Cost Modelling & Pricing Structures
- Supply Chain Risk Awareness & Disruption Scenarios
- Advanced Excel (Power Query, Lookups, Automation)
- Power BI Reporting & Operational Dashboards
- Remote, Asynchronous Collaboration

PROFESSIONAL EXPERIENCE

Procurement Administrator / Tender & Cost Analyst

Hinc Group Pty Ltd – Pretoria, Gauteng

April 2024 – Present

- Support **end-to-end procurement workflows** from sourcing and supplier engagement through pricing analysis and tender submission.
- Analyze procurement, supply chain, and logistics data to inform **planning, sourcing, and operational decision-making**.
- Develop structured **cost models and pricing frameworks** used in procurement and vendor selection.
- Break down procurement and tender processes into **clear, documented workflows** suitable for reporting and knowledge transfer.
- Conduct market, supplier, and competitor pricing analysis to support negotiation and cost optimisation.

- Maintain procurement documentation, supplier records, and structured data used in operational workflows.
- Automated tender research and procurement data preparation, reducing processing time by **70%**.
- Contributed to a **75% tender success rate**, increasing awarded projects by **20%**.

Office Assistant – Procurement & Operations Support

Chix Marketing – Pretoria, Gauteng

August 2020 – January 2024

- Supported day-to-day **procurement and supply chain operations**, including quotation analysis and vendor coordination.
- Maintained procurement documentation, supplier communication records, and operational files.
- Assisted with internal cost tracking, spend reconciliation, and logistics-related support activities.

EDUCATION

Bachelor of Computer Science

University of the People, USA (2023 – Present)

CERTIFICATIONS

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