

Database Administrator Database Administrator Database Administrator Work Experience Database Administrator Prasa Cres May 2012 to August 2012 2011 May to 2012 April - Prasa Cres(Southern Region) - Procurement Administrator/ Buyer ? 2010 Oct to 2011 April - Prasa Cres(Head Office) - Procurement Administrator ? 2009 Sep to 2010 Sep - Intersite Property Management - Procurement Administrator ? 2008 Nov to March 2009 - Prasa Corporate - Procurement Administrator ? 2007 to 2008 - Intersite Property Management - Ad hoc receptionist/ Administrator ? 2005 to Oct 2007 - Zishap Disability Centre - Receptionist

QUALIFICATION SUMMARY

EMPLOYMENT DETAILS Supplier Database Management/Buyer Prasa Cres May 2012 to August 2012 Duties ? Cleaning of existing database and getting it ready for mass upload on SAP ? Liaising with TransUnion for credit and validity check on suppliers ? Supplier Database management on SAP ? Creating files for all suppliers with all necessary documents for loading on the database ? Assisting in Regional Buying ? Assisting in Tender Process Procurement Specialist Prasa Cres - Johannesburg, Gauteng May 2012 to August 2012 Duties ? Receiving daily requirements from business(procurement and maintenance) by PR, email and phone ? Sending out RFQ, s ? Evaluation of quotes ? Oversee all system based PO's ? Meeting and evaluating of potential service providers ? Provide daily feedback to the Procurement and Facilities managers in regards to status of PO's ? Organising and attending site briefings ? Supplier Database Management and Maintenance(MANHATTAN) ? Assisting with the Tender Process: Requesting quotations from newspapers for adverts : Preparation of tender documents : Selling of tender documents : Facilitating site briefings : Closing of tender and Opening of tender documents : Preparation of documents to hand over to the evaluation team : Drafting of Notice to Proceed and forwarding it to the relevant tenderer Buyer PRASA - Johannesburg, Gauteng October 2010 to April 2012 Duties ? Receiving daily requirements from business (procurement & maintenance) by PR, emails and phone ? Sending out RFQ's ? Evaluation of quotes ? Oversee all system based PO's ? Meeting and evaluating of potential service providers ? Organising and attending site briefing ? Supplier Database Management & Maintenance (Manhattan) ? Assisting with Tender Process Procurement Administrator Prasa Cres October 2010 to April 2011 Duties ? Overall administration

for the department ? Liaising with suppliers regarding updated information ? Supplier Database Management and Maintenance (SAP and MANHATTAN) ? Processing of PR's on SAP ? Forwarding RFQ's and PO's to suppliers ? Archiving of all relevant documentation ? BBBEE payment reports on SAP and MANHATTAN ? Handling of accounts Procurement Administrator Intersite Property Management - Johannesburg, Gauteng April 2009 to September 2010 Duties: ? Overall administration for the department ? Liaising with suppliers regarding updated information ? Supplier Database Maintenance and Management (SAP & Manhattan) ? Contacting and obtaining updated supplier information ? Processing of PR's on SAP ? Forwarding RFQ's and PO's to supplier ? Archiving of all relevant documents ? Contracts Management ? BEE Spent Report ? Handling accounts Procurement Administrator SARCC - Johannesburg, Gauteng October 2007 to March 2009 Duties ? Overall administration for the department ? Liasing with suppliers regarding updated information ? Contracts Management ? Supplier Database Maintenance ? Forwarding RFQ's and PO's to suppliers ? Archiving of all relevant documentation ? Handling of accounts Receptionist Zishap Disability Centre January 2005 to October 2007 Duties ? Responsible for the front desk of the Centre. ? Siemens switchboard (25 x 36 ext). ? Answer telephone and transfer to the relevant people. ? Diarise meetings for senior persons and organize refreshments. ? Receiving guests and call relevant people. ? Responsible for Courier Services. ? Daily receipts, sorting and distribution of all incoming and outgoing mail. ? Filing of correspondence and other records. ? Daily receipts, sorting and distribution of all incoming facsimiles. Assist with administration, including photocopying, faxing, and related tasks for the smooth running of the centre Reasons for Leaving: Contract Ended Education N Dip in Journalism Tshwane University of Technology 2005 Nigel High School

Name: Bryan Pennington

Email: kevin13@example.com

Phone: 001-229-394-0242x1406