INGWE SUPPLY BHPBILLITON

HEXAGON BUSINESS SOLUTION

MURRAY & ROBERTS CEMENTATION

Presents

William Msongelwa Mkhatshwa

**MMj02544360000[1]**

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| **Personal Information:** | | |
| **Title** | **:** | Mr. |
| **Last Name** | **:** | Mkhatshwa |
| **Full Names** | **:** | William Msongelwa |
| **Also Known As** | **:** | William |
| **ID Number** | **:** | 6511085388080 |
| **Nationality** | **:** | South African |
| **Date of Birth** | **:** | 08 November 1965 |
| **Age** | **:** | 47 |
| **Gender / Race** | **:** | Male |
| **Marital Status** | **:** | Married |
| **Health** | **:** | Excellent |
| **Drivers Licence** | **:** | Code 10 |
| **Criminal Offences** | **:** | None |
| Languages | **:** | English, Zulu, Afrikaans |

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| **Contact Information:** | | |
| **Telephone (Work)** | **:** | 011 201 5457 |
| **Cellular Phone** | **:** | 084 207 4824 |
| **Postal Address** | **:** | P O Box 292 Kriel 2272 |
| **e-Mail** | **:** | William.Mkhatshwa@murrob.com |

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| **Conditions of Employment:** | | |
| Preferred Work Locations | **:** | Anywhere in South Africa, willing to relocate |
| Type | **:** | Permanent |

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| **Education:** | | |
|  | **:** | ***Senior Certificate (Secondary Education)*** |
| Status | **:** | *Matriculated* |
| Institution | **:** | Mabande Comprehensive |
|  |  |  |
| Institution | **:** | ***S.A. I.M.H*** |
| Qualification Obtained  COURSES COMPLETED  Computer Packages  Computer Packages |  | *\*Diploma in Materials Management(“B” PASS)* COURSE CONTENT(subjects)  1.Management skills 1&2  2.Logistics Management 1  3.Warehouse System 1  4.Materials Management 1& 2  5.Purchasing Management 1 & 2   |  | | --- | | ATCOR SA.(Accounting Training Corporation South Africa) |   \*Cert. in Introduction to Business Accounting  COURSE CONTENT  1.Refunds  2.Processing purchases  3.Columnar purchases journal  4.Creditors’ control  5.Creditors’reconciliation  **PROGRAMME IN PURCHASING AND SUPPLY MANAGEMENT**  **MODULES COMPLETED(4)**  **MODULE 1 .ENTERPRISE MANAGEMENT** (PPSM015) **.**  **SUBJECTS:**  **-**The business world and business management.  -The organization as study object.  -Introduction to general management.  -Planning and organizing in management.  -Leadership and control in management  -The marketing process.  -The financial function and financial management.  -Asset management :the investment decision.  -Financing decisions.  -The operations management functions.  -Operations management :activities ,techniques and methods.  -The human resources function: attracting human resources.  -The human resources function: retaining and developing employees.  **MODULE 2. PURCHASING AND SUPPLY MANAGEMENT** (PPSM026)  **SUBJECTS:**  **-**Purchasing management an overview.  -The purchasing functions in perspective.  -The task of purchasing and supply.  -Purchasing in new management approaches.  -Managing the supply base.  -Strategic sourcing.  -Selection and performance evaluation of Suppliers.  -Supplier policies .  -Supplier relationship management.  -Ethical issues ,corporate governance and social responsibility in purchasing and supply.  -Purchasing and supply activities.  -Quality determination and control in purchasing and supply.  -Price determination and cost analysis.  -Risk management in purchasing and supply.  **MODULE 3:PURCHASING AND SUPPLY TOOLS** (PPMS038)  -Instruments of purchasing and supply management.  -Negotiation.  -Research in purchasing.  -Electronic information system.  -Application fields of purchasing and supply management.  -International and global purchasing and supply.  -Purchasing of capital equipment.  -Purchasing from small business.  -Purchasing of services.  -Physical components of materials supply management.  **MODULES TO BE COMPLETED(2)**  -Module 4(PPSM049)  -Module 5(PPSM05A)   |  | | --- | | MCTC (Millennium Computer Training Centre |   Cert. in Ms Office Windows 98  1.Microsoft-office-word  2.Microsoft-outlook  3.Microsoft office excel  4.Sap  5.as400  6.JDE |

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| **Professional Experience** | | | | |
| **January1989- 31 March 2001**  **01 APRIL 2001 TO 2007-FEBRUARY 28**    **2007 MARCH 01-2010 Feb 28**  **2010 March 01** | | **RIETSPRUIT COAL MINE SERVICES**  **0**    **HEXAGON BUSINESS SOLUTION(Centralized buying Department for all Bhpbilliton Mines)**  **MURRAY & ROBERTS CEMENTATION(Mining Construction))**  **Murray & Roberts Cementation(Mining construction)** | | | Positions & Responsibilities   1. Act Senior-Buyer 2. Buyer   Buying of Electrical parts, automotives, bearings for machinery, and big bearings for Drag-line Machine, vehicle spares. stationery and office equipment, Drill Machinery spares, Under-ground spares-drill rods and parts for flame-proof machinery and vehicles ,plant spares-gearboxes ,pumps, fasterners, motors, spare for big machine like catepillars,777 machines ,992,dozers etc, labour - hire ,on site servicing of componets and machinery, Adhere to contact procedure by making sure that items on contract are bought on contract, and apply for more items to be included on contract, make sure that correct items are delivered at the right time ,place and at the right cost.  Test Market  Create RFQS Maintain RFQs Create Orders Expedite, Measure Vendor Performance, Price Queries , Prepare Tender documents  Arrange side meetings  Adjudication of tend   1. RECEIVER   Receiver(checking if item /order number is correct,correspond with order in the system,quantity ordered,count,stamp and sign delivery   1. Physical Controller 2. U/Ground Store   Control of Undergroud stores,issuing and receiving of stock.Stock-taking and re-order.   1. Acting Stores Supervisor.   Make sure that operarion runs accordingly, Personnel in correct condition to perform duties,adhering to stores standards and procedures,perfoming safely ect.   1. Stock- Binner.   (Checking delivery note for stock received agaist order and requisition,verify quantinty and physical count items before binning.   1. Repair Buyer   Responsible for sending out items for repairs to Companies,controlling items going out for repairs by use of a DA note and experdite to make sure that they are returned to Company even the once beyond repair.   1. Finance- Clerk   Payments   1. Payroll Clerk   Putting new employees into payrol system,  Capturing time –sheets,over-time,absentiseem ,make sure they are captured before closing date, run payslips etc.  Position & Responsibility  Buyer  Buying of Electrical parts, automotives, bearings for machinery, and big bearings for Drag-line Machine, vehicle spares. stationery and office equipment, Drill Machinery spares, Under-ground spares-drill rods and parts for flame-proof machinery and vehicles ,plant spares-gearboxes ,pumps, fasterners, motors, spare for big machine like catepillars,777 machines ,992,dozers etc, labour - hire ,on site servicing of componets and machinery, Adhere to contract procedure ,make sure items on contract are bought on contrac and contract price, apply for more items to be included on contract, make sure that correct items are delivered at the right time ,place and at the right cost.  **DUTIES and RESPONSEBILITY(as a Buyer)**  Assign reqs  Test Market  Create RFQS  Buyer  Buying of Electrical parts, automotives, bearings for machinery, and big bearings for Drag-line Machine, vehicle spares. stationery and office equipment, Drill Machinery spares, Under-ground spares-drill rods and parts for flame-proof machinery and vehicles ,plant spares-gearboxes ,pumps, fasterners, motors, spare for big machine like catepillars,777 machines ,992,dozers etc, labour - hire ,on site servicing of componets and machinery, Adhere to ,make sure contract items are bought on contract and correct contact price,and apply for more items to be included on contract, make sure that correct items are delivered at the right time ,place and at the right cost.  Buyer  Responsibility same as previous  Commodity Specialist-Transactional Team Leader  Responsibilities(12)  \*Perform a supervisory function including performance measurement and management.  \*Managing day-to- day purchasing of goods/services by Buyers, ensuring constant supply of goods/services to all Murray R Roberts Cementation’s sites in accordance with the Supply Chain Policies and Procedures.  \*Monitoring the performance of Buyers and Suppliers including expediting and lead time by setting key performance indicators and establishing a system to monitor same.  \*Facilitate the sourcing of suppliers as well as sourcing of strategic items.  \*Developing request for proposal/quotations, tender documents and minor agreements.  \*Performing tender and Supplier evaluations and adjudications.  \*Driving the purchasing of goods /services at the most economically advantageous option, driving cost reduction.  \*Performing internal and external market research and/or analysis on different commodities and industrial trends.  \*Maintaining a culture of continuous improvement of processes and ensuring that optimum service level to customers are established and maintained.  \*Liaising with internal and external Suppliers , handling queries to ensure optimum Supplier service levels and managing the supply risk.  \*Representing the Procurement Department at meetings , including the Standards Committee meetings and Employment Equity meetings.  \*Site and Supplier visits. |
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|  | **Industry** | | Mining Construction | | |
|  | **Reporting to** | | Collin Joubert (Procurement Manager) | | |
|  | **Telephone** | |  | | |
|  | **Reason for leaving** | | Retrenched | | |
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| **Reference List:** | |
| Moloto samuel | MRP | cell- 076 169 9976  Office-013 653 5529 |
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