|  |
| --- |
| PERSONAL DETAILS |
|  |
| Names | Meliwe  |
| Surname | Khulu  |
| Citizenship | South African |
| Gender | Female |
| Home Language  | isiZulu |
| Marital Status | Single |
| Other Language | English, Afrikaans, Sesotho, Xhosa |
| ID Number  | 8303180779084 |
| Date of Birth | 19830318 |
| Place of birth | KZN |
| Address: | 427 J11 Road imbali unit j, Endedale,Pietermaritzburg |
| Cell & Work no: | 083 9226329 |
| Email Address | Khulu.meliwe@gmail.com  |
| Driver License  | Code: C1 |
| Own vehicle | Yes |
| Criminal Record | No |
|  |
| QUALIFICATONS  |
| Year  | Institution | Qualification |
| 2001 | Athlone Girls high School  | Matric |
| 2002 | College Campus | Graphic & Web Development |
|  |  |  |
| SKILLS & COMPETENCY |
| * Skills: Time Management; Analysing; Communicating; Controlling; Techniques; Organizing Techniques; Planning; Problem Solving; Decision making; Computer Software; Interpersonal; Investigation; Negotiation; Selling; Stress Handling; Business Acumen
* Other Courses Attended: Fundamental Skills, Leadership training, Compliance Fais, Code of Banking Practice

 Customer Care Consultant* Knowledge: Administration; Communication; Computer Software; Policies & Procedures; Customer Care; Accounting; Billing Procedures; Legal Documentation; Consultation; Selling Techniques
 |
| EMPLOYER, POSITION & DURATION |
| Company Name | Position | Duration |
| Dynamicsa (pty ) Ltd | Tender Co Ordinator  | 1 March 2023 till date |
| Fullserve Services (Pty) Ltd | Tender Co Ordinator | September 2020 to June 2021 |
| Fullserve Services (Pty) Ltd | Office Co Ordinator/office administrator | Jan 2020 to September 2020 |
| Kgabang Print Works (PTY) LTD | Office Administrate/ Bid & Sourcing  | 13 November 2017 to 30 September 2019 |
| Telkom SA(Orange Grove ) | Office Administrator/ Personal Assistance | 7 April- 2009 June 2010 |
| Camera Tek cc | Admin/ office support  | October 2006 to December 2008 |
| First National Bank | Consultant-call center | January 2005 – September 2006 |
| DIMENSION DATA (OPERATION SWORDFISH) | Consultant-call Center  | July 2004 – December 2004 |
|  |  |  |
|  |
| EXPERIENCE  |
|

|  |  |  |
| --- | --- | --- |
| Dates | Employer | Position  |

 |
|

|  |  |  |
| --- | --- | --- |
| March 2023 till date | Dynamicsa ( Pietermaritzburg)  | Tender Administrator |

 |
| Tender Administrator: March 2023 till Date * Daily research for new TENDERS and QUOTATIONS at online portals and news papers
* Bid Proposals– Assist with preparation and submittal of bids to municipalities, large fleets, and national accounts
* Attending Tender Briefing session on behalf of the company and giving back feed back
* Preparing weekly/daily reports
* Be responsible for the setting-up core team meetings, assisting the Bid Managers in conducting the meetings, taking Meeting Minutes, distributing Meeting Minutes, and ensuring Meeting Actions are tracked and completed on time by all team members
* File Administration
* Working with principals, senior staff, and other marketing team members to design, write and produce all proposals, presentations, and other marketing collateral in alignment with brand standards
* Liaise with the procurement managers/directors, updating the database on extended new and cancelled tenders; manage all company info, tax clearance certificates, BBBEE, company registration, mandatory documents etc for completion of tenders.
* Preparing the tender document
* Requests for quotations, scanning, binding and copying
* Compiling the necessary requirements for the bid documents
* Completing the bid documents before submission date
* Personally, delivering of the bid documents
* Assisting with Data Capturing for Nation Tender Sa
 |
| Reference : Bheki Dlamini 033 342 7415 |
| Dates | Employer | Position |
| September 2020 to date | Fullserve Services (Pty) Ltd  | Tender Administrator |
| Tender Administrator: September 2020 to 2021 * Daily research for new TENDERS and QUOTATIONS at online portals and news papers
* Bid Proposals– Assist with preparation and submittal of bids to municipalities, large fleets, and national accounts
* Attending Tender Briefing session on behalf of the company and giving back feed back
* Preparing weekly/daily reports
* Be responsible for the setting-up core team meetings, assisting the Bid Managers in conducting the meetings, taking Meeting Minutes, distributing Meeting Minutes, and ensuring Meeting Actions are tracked and completed on time by all team members
* File Administration
* Working with principals, senior staff, and other marketing team members to design, write and produce all proposals, presentations, and other marketing collateral in alignment with brand standards
* Liaise with the procurement managers/directors, updating the database on extended new and cancelled tenders; manage all company info, tax clearance certificates, BBBEE, company registration, mandatory documents etc for completion of tenders.
* Preparing the tender document
* Requests for quotations, scanning, binding and copying
* Compiling the necessary requirements for the bid documents
* Completing the bid documents before submission date
* Personally, delivering of the bid documents
* Assisting compiling safety files for Eskom sites
 |
| Reference:  | Malibongwe Mbuyazi  | 079 784 3355 |
| Dates | Employer | Position |
| January 2020- September 2021 | Fullserve Services (Pty) Ltd  | office administrator/receptionis |
| •Monitoring and ordering office and stock supplies• Taking minutes and preparing Board Meeting Manuals • Keeping Board contact list updated and assisting with Board mailings • Maintain office filing and storage systems for electronic and paper documentation• Preparing mailing lists, labels and donor reports for board meetings• Database management – verification of formats and detection of entry errors • Sorting source documents, identifying and interpretation of data to be entered • Contacting preparers of source documents to resolve inconsistencies, or missing data • Entering mission private donor information onto the corporate information system • Confirming accuracy of data such as birth date entries, dates, times and events• Assisting in establishing and maintaining an efficient records management system • Assisting at events: setting up, breaking down and other tasks as needed• Contributing to a team effort and accomplishing related results as required• Performing any general clerical duties such as typing and answering switchboard phone  |
| Reference: Malibongwe Mbuyazi | Malibongwe Mbuyazi | 079 784 3355 |
| Dates | Employer | Position |
| 13 November 2017 to 30 September 2019 | Kgabang Print Works (PTY) LTD  | Office Administrate/ Bid & Sourcing- Procurement |
| * Coordinate and schedule calendar appointments
* Manage all incoming and outgoing communications
* Schedule travel
* Planning events
* Supplier management
* Minute taking
* Office environment optimisation
* Follow up on orders & Production from in house & suppliers Assistance needed by leadership
* Outsourcing & placing Orders from suppliers
* Ordering corporate Gifts for clients
 |
|

|  |  |  |
| --- | --- | --- |
| Reference: Catherine Nhlabane | Catherine Nhlabane | 011 444 0204 |
| Dates | Employer | Position |
| 7 April-2019 June 2010 | Telkom SA Section: Network Field Operation Orange Grove CSC | Office Administrator/ Personal Assistance |
| •Monitoring and ordering office and stock supplies• Taking minutes and preparing Board Meeting Manuals • Keeping Board contact list updated and assisting with Board mailings • Maintain office filing and storage systems for electronic and paper documentation• Preparing mailing lists, labels and donor reports for board meetings• Database management – verification of formats and detection of entry errors • Sorting source documents, identifying and interpretation of data to be entered • Contacting preparers of source documents to resolve inconsistencies, or missing data • Entering mission private donor information onto the corporate information system • Confirming accuracy of data such as birth date entries, dates, times and events• Assisting in establishing and maintaining an efficient records management system • Assisting at events: setting up, breaking down and other tasks as needed• Contributing to a team effort and accomplishing related results as required• Performing any general clerical duties such as typing and answering switchboard phone  |
|

|  |  |  |
| --- | --- | --- |
| Reference: Sharon Thwala | Sharon Thwala | 081 755 5425 |

 |

 |