Matimu Maluleke

Procurement officer

083 965 7041 stovoro@gmail.com Fourways 2196

PROFESSIONAL SKILLS

- Supply Chain Management
- Tender Evaluation and Compliance
- Procurement and Sourcing
- Contract Administration (General and Transversal Contracts)
- Stock Control and Inventory Management
- Quality and Quantity Control
- Government Vehicle and Fleet Management
- Records and Filing Management (Log 1, Log 10, 0–9 Filing)
- Report Compilation and Management
- Budget Monitoring and Expenditure Tracking
- Audit Compliance and Documentation
- Stakeholder Liaison (Internal and External Clients)
- Order Processing and Purchase Order Management
- Market Research and Price Reasonability Assessment
- Risk Management and Loss Prevention
- Document Preparation and Administrative Support
- Communication and Interpersonal Skills

PROFESSIONAL SUMMARY

Dynamic Supply Chain Management Officer with comprehensive expertise in procurement, demand management, transit and warehouse operations, logistics, and asset management. Proven ability to streamline processes related to purchase orders, inventory control, and payment administration while safeguarding store items. Results-driven with exceptional research capabilities, sound judgment, and strong organizational skills that consistently meet internal supply needs while adhering to budgetary and operational objectives. Committed to enhancing efficiency and effectiveness across all facets of supply chain operations.

PERSONAL INFORMATION

- Available: Can be discussed.
- Willing To Relocate: 1
- Gender: Male
- Driving License: Code 10 (C1) with PDP
- Availability: Can be discussed., Willing to relocate.

WORK HISTORY

January 2022 - Current

Procurement Officer, Correctional Services

• Ensured facilitation and advisory support to various sections within Correctional Services in developing terms of reference and product specifications for sourcing activities
• Conducted market research to assess price reasonability and support informed procurement decisions
• Sourced quotations and reviewed tender proposals to ensure full compliance with bid requirements and evaluation criteria
• Evaluated tenders and monitored bidding and adjudication processes in line with relevant policies, prescripts, and procedures in collaboration with end users
• Compiled, maintained, and updated bid registers and tender documentation in consultation with bid committees
• Received, recorded, and processed bids, including documentation related to awards
• Ensured compliance with Supply Chain Management policies, processes, and legislative requirements
• Administered general period contracts and transversal contracts in accordance with approved policies and orders
• Prepared management reports and ensured secure record-keeping of all SCM documentation for audit and compliance purposes
• Provided regular progress updates to end users regarding submitted requests for goods and services
• Responded to internal and external audit queries by providing accurate documentation within agreed timelines
• Ensured accuracy of procurement documentation and alignment with approved budgetary constraints
• Processed purchase orders for approved goods and services in line with procurement

• Attention to Detail and Accuracy

• Problem Solving and Decision Making

• Time Management and Prioritization

• Computer Literacy (ELS System, MS Word, Excel, PowerPoint)

LANGUAGES

English

Tsonga

isiZulu

Sesotho

Tshivenda

procedures
• Monitored expenditure and tracked order status to ensure timely delivery and execution
• Obtained quotations and issued purchase orders to successful bidders
• Maintained clear, professional, and effective communication with internal stakeholders, end users, and external suppliers

January 2015 - January 2022
Accounting, Correctional Services
• Received and controlled perishable requests from end users in accordance with operational procedures
• Coordinated with the warehouse clerk to verify alignment between store stock, bin cards, and system records, ensuring zero deviation
• Conducted weekly spot checks to confirm stock accuracy and compliance
• Ordered bread on a daily basis and liaised with suppliers to resolve queries and delivery issues
• Ensured completion of year-end processes on Log 1 in line with reporting requirements
• Prepared and managed operational and stock control reports
• Ensured quality and quantity control of all received and issued items
• Administered Log 10 files, including opening new files and maintaining accurate documentation
• Processed issue vouchers and recorded increases related to agricultural livestock
• Managed returns to the agriculture warehouse and captured biological assets accurately
• Ensured correct processing of Z10A documentation to prevent losses, corruption, and non-compliance
• Maintained orderly, accurate, and up-to-date Log 10 files in line with control and audit standards

August 2011 - January 2015
Transit And Warehouse, Correctional Services
• Ensured quality and quantity control of goods received and issued
• Checked tender documents for administrative responsiveness and compliance
• Prepared supporting documentation for order generation and procurement processing
• Managed 0–9 filing systems and maintained accurate record-keeping
• Updated and maintained bin cards to ensure accurate stock control
• Managed and controlled face value items for Leeuwkop Prison
• Received and dispatched stock to Medium A, B, C, and Maximum sections within Leeuwkop Prison
• Liaised with internal and external clients regarding payments, outstanding orders, and invoices
• Assisted in compiling monthly status reports and recommendations for submission to the Regional Office

April 2010 - March 2011
Internship: Transport Officer, Department of Economic Development and Environment
• Managed and controlled Government Garage and Departmental vehicles, maintained fleet registers, and compiled fleet management reports
• Ensured proper completion, accuracy, and regular scrutiny of all transport-related records and returns
• Ensured all vehicles were maintained in a roadworthy condition and serviced according to approved schedules
• Issued Government Garage vehicles and fuel cards via the ELS system in line with policy requirements
• Verified kilometres travelled and prepared accurate monthly fleet and usage reports
• Coordinated and monitored vehicle repairs and maintenance activities
• Reported thefts, losses, accidents, and misuse of state vehicles in accordance with departmental procedures
• Conducted regular inspections of Government Garage and Departmental vehicles to ensure compliance and safety standards
• Ensured timely servicing of vehicles to minimize downtime and maintain operational readiness

EDUCATION

January 2015
B-Tech-Logistics
Vaal University Of Technology
Modules: Research Methodology| Logistics Management| Purchasing Management| Business Management

December 2009
National Diploma-Logistics
Vaal University Of Technology
Modules: Communication| Business Management I, II, III| Cost and Estimating| Commercial Law| Logistics II, III| End-User Computing| Purchasing Management I, II, III and Production Planning & Control| Economics

December 2005
National Senior Certificate
Khanyisa High School
Subjects: Tsonga| English| Economics| Accounting| Business Economics| Agricultural Science

PROGRAMMES ATTENDED

- Logistical Information System Literacy
- Automated Cost Centre System
- Payment System
- Legislation and Policy, Security, Health and Welfare, Basic personal Finances, and offender rehabilitation path.
- Posting and Transit Automated System

REFERENCES

- Robert Moila, Procurement Supervisor, Department of Correctional Services, 011 208 9589, 078 482 8802, Robert.moila@dcs.gov.za
- Dolly Mhlari, Senior Admin Officer, Department of Economic Development (LEDET), 015 293 8843, 083 365 9872, Mhlarid@ledet.gov.za
- Tintswalo Hlungwani, Accounting Clerk, Department of Correctional Services, 011 208 9531, 072 327 1413, Tintswalo.hlungwani@dcs.gov.za