**Curriculum Vitae**

**Personal Details**

**Names:** Lulama Ngqula

**ID Number:** 020522 6150 089

**Ethnic Group:** African Male

**Nationality:** South African

**Languages:** English, IsiXhosa, IsiZulu and Sepedi

**Driving Licence:** Code 10 / C1 + PDP

**Address:** 39 Lorraine Str, Van Riebeeck Park, Kempton Park

**Key Computer Skills**

- Advanced Microsoft Office
- SAP
- Ms Teams
- OpenText

**Knowledge**

PFMA | PPPFA | CIDBA | B-BBEEA | PAIA | PAJA | Treasury Regulations | SCM Guidelines |

**Completed Courses & Trainings:**

Purchasing in Eskom Course
Contract Management Course
Ethics Course
Local Purchase Order Training
Legal Liability OHS Training
Incident Management & Root Cause Analysis Training

**Contact Details**

Cell: 060 522 8609
Email: lulamamichael@gmail.com

**Qualifications:**

**Institution**: Ekurhuleni West College
**Course**: Electrical Engineering N4
**Year**: 2024

**School**: Lourdes High School
**Course**: National Senior Certificate
**Year**: 2020

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**Key Skills:**

- Procurement expertise
- Ethical conduct
- Communication skills
- Problem-solving abilities
- Analytical skills
- Attention to detail
- Conflict management
- Adaptability and resilience
- Presentation skills

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**Work Experience Summary:**

**Former Employer:** Eskom Holdings SOC Ltd
**Position** **:** Procurement Trainee | 1 year

**Former Employer:** Dis-chem Pharmacies
**Position** **:** Clinic Receptionist and Cash Office Assistant | 2 years

## WORK EXPERIENCE

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|---|---|
| **Recent Company** | : Eskom Holdings SOC Ltd |
| **Recent Position** | **:** Procurement Trainee |
| **Period** | **:** September 2025 – September 2026 |

**Key Responsibilities**

- Supported end-to-end procurement activities in compliance with National Treasury regulations, legislation and Eskom policies.
- Assisted end-users with Terms of Reference (ToR), specifications, purchase requisitions and budget documentation.
- Prepared, compiled and advertised RFQs on the National Treasury eTender portal and Eskom tender bulletin.
- Evaluated quotations using the 80/20 preferential procurement system, specifications and specific goals.
- Prepared evaluation reports and supporting documentation, including CSD and B-BBEE records, for approval.
- Created and issued approved Purchase Orders (POs) to successful suppliers and published awards.
- Maintained contract registers, procurement records and RFQ documentation.
- Prepared procurement reports and responded to internal audit queries relating to executed RFQs.

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|---|---|
| **Former Company** | : Dis-Chem Pharmacies |
| **Former Position** | **: Clinic Receptionist and Cash Office Assistant** |
| **Period** | **:** March 2023 – August 2025 |

**Key Responsibilities**

- Managed patient appointments, enquiries and front desk operations.
- Maintained accurate patient records and completed general administrative tasks.
- Processed payments and handled Cash Office duties, including cash reconciliation, safe balancing and banking documentation.
- Assisted with filing, reporting and ensuring accurate financial and administrative records.

**References**

The following persons have agreed to act as my referees:

Ms. Tiny Maema (Hard of Hearing)
Eskom Holdings SOC Ltd
Snr Clerk: HR
MaemaT@eskom.co.za
076 457 2148
011 800 8111

Mr. Thomas Maswanganyi
Eskom Holding SOC Ltd
Senior Advisor: Procurement
MaswanT@eskom.co.za
076 725 7345
011 800 6789

Mr. Fulufhelo Nematswerani
Eskom Holdings SOC Ltd
Middle Manager: Coal Contract
NematsF@eskom.co.za
072 429 7541
011 800 3858

Ms. Lebohang Malele
Dis-Chem Pharmacies
Clinic Nurse
076 264 8919
011 393 4404

Ms. Sumari Du Toit
Dis-Chem Pharmacies
Store Manager
011 393 4404