



# Serafina N.S. Sapalalo

## PROCUREMENT MANAGER

Dalmat Oil & Gas DT Holdings Pty  
Windhoek, Namibia

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Marital Status: Married | Nationality: Angolan | Passport No: No N233 8393 |

Erf 7324, Rhino Street, Windhoek North | Language Proficiency: English & Portuguese

### SUMMARY

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Talented young woman seeking to offer five years of related Administrative, Programme Management and Procurement experience, and to pursue new professional challenges. I am focused, proactive and compliant to changes, customer and project demands. Well-coordinated in keeping teams motivated and on-task to meet aggressive deadlines.

### SKILLS

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- Superior communication skills
- Outreach programme design specialist
- Advocacy specialist
- Conflict resolution skills
- Recreation coordinating skills
- Academic planning
- Microsoft operation
- High presentation skills
- High reporting skills

### EDUCATION AND TRAINING

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<b>Bachelor Degree (Honours)</b> Business Administration University of Namibia – Windhoek, Khomas Region Degree Obtained	2014
<b>Bachelor of Public Management</b> Namibia University of Science and Technology – Windhoek, Khomas Region 3 <sup>rd</sup> year	2016
<b>English Advance Level</b> University of Namibia – Windhoek, Khomas Region	2007

## EXPERIENCE

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**Procurement Specialist** Feb 2016 to Nov 2019 **Dalmat Oil & Gas DT Holdings Pty Namibia** – Windhoek, Khomas Region.

- Compared prices amongst various vendors in order to make sound purchasing decisions.
- Worked within a given budget to purchase goods and services for the company.
- Ensured that products were delivered in a timely manner, and that the quality of the goods received was satisfactory.
- Negotiated with contractors on price, mode of shipping, and delivery time.
- Ordered goods such as office supplies on a continuing basis in order to maintain certain inventory levels.
- Checked invoices for accuracy, and authorizes the accounts payable department to issue payment.
- Evaluated the performance of certain vendors in order to decide whether or not to continue buying from them.
- Inventories items in order to determine which ones need to be purchased.
- Entered data concerning inventory and order amounts into a computer database.

## REFERENCE

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1. Mr. Alexander Wang  
Managing Director XCMG Namibia  
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Email: [wang@xcmg.com](mailto:wang@xcmg.com)
  2. Mr. David Tati  
General Country Manager Dalmat Oil & Gas DT Holdings Pty Namibia  
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  3. Mr. Francisco Bioco  
Supervisory Pastor  
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