

NELLY MOHLAHLANA

CONTACT

078 007 9816



nellymohlhlana@gmail.com



3830 R Mabena Street



Chloorkop Ext 53 1619

EDUCATION

Grade 12
Phomolong Secondary
2022

SKILLS

Interpersonal Skills
Teamwork
Critical thinking
Time management
Adaptability
Innovative

TECHNICAL & DIGITAL SKILLS

- SAP Ariba Buying
- SAP S/4HANA
- Vendor Invoice Management (VIM)
- SAP Procurement Process
- Supplier Master Data Management

PERSONAL SUMMARY

Motivated and detail-oriented Supply Chain professional with experience in procurement, supplier management, and Procure-to-Pay (P2P) processes. Skilled in SAP Ariba, SAP S/4HANA, and invoice management, with a strong ability to support efficient operations, ensure compliance, and build effective stakeholder relationships. Recognized for excellent organizational skills, attention to detail, and a proactive approach to problem-solving.

PROFESSIONAL EXPERIENCE

Administrator Assistant Intern

Hitachi Energy | 18 September 2024 – 18 September 2025

- Managed procurement processes using SAP Ariba, including creating and tracking Purchase Requests (PRs), Purchase Orders (POs), GR-based Invoice Verification (GRVs) and Service Entry Sheets (SES).
- Coordinated comprehensive travel arrangements for executives and staff, including flight bookings, accommodation, ground transport and visa applications for international travel.
- Oversaw stationery and office supply management, including ordering, stock control, and monthly stock listing to ensure availability and cost efficiency.
- Liaised with suppliers and service providers to ensure timely delivery and compliance with procurement policies.
- Organize and coordinate board and committee meetings, including scheduling, agenda preparation, and distribution of board packs.

Supply Chain Intern

Hitachi Energy | 01 October 2025 – 30 September 2026

- Supported end-to-end Procure-to-Pay (P2P) processes, including supplier sourcing, purchasing, and invoice management.
- Coordinated vendor onboarding and maintained supplier master data in SAP Ariba Buying and SAP S/4HANA.
- Processed Purchase Requisitions (PRs), Purchase Orders (POs), Goods Receipts (GRs), and Service Entry Sheets (SES).
- Managed supplier invoices through VIM, ensuring timely processing and payment resolution.
- Verified supplier compliance documentation, including B-BBEE certificates and onboarding requirements.
- Collaborated with Procurement, Finance, and suppliers to ensure efficient supply chain operations and compliance.
- Handled vendor payments through Candex for suppliers not available in SAP Ariba.

REFERENCE

NAME: KHOLOFELO RAMASHALA

Position: Supply Chain Management Manager

Company: Hitachi Energy

Contact details: kholofelo.ramashala@hitachienergy.com | +27 10 202 5830 | +27 83 260 1662