

# RAPAPA TLHATSINYANE ARCHIDOLD

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Contracts Document Controller | Preferential Procurement Assistant | HR Practitioner

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## PROFESSIONAL SUMMARY

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Detail-oriented Human Resource Practitioner and administrative professional with extensive experience in procurement compliance, document control, HR support, supplier development, and project administration within the infrastructure and construction sectors. Proficient in supporting Preferential Procurement (PPFA), supplier compliance, enterprise development, skills development planning, and corporate social investment initiatives that align with transformation and regulatory requirements. Exhibits strong organizational capabilities, stakeholder coordination, and data management skills. Recognized for upholding high standards of documentation accuracy, compliance monitoring, and operational support while contributing to the achievement of strategic organizational objectives. Recently earned a Postgraduate Diploma in Human Resource Management from VUT, achieving distinctions in several strategic HR modules.

## WORK EXPERIENCE

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### Contracts Document Controller

Kopano Ke Matla Joint Venture (KKM-JV)  
March 2025 – Present

- Managed and organized documentation within the Contracts Department, encompassing reports, agreements, correspondence, and policy documents.
- Prepared and disseminated meeting minutes, reports, and official correspondence for both internal and external stakeholders.
- Oversaw the management of inbound and outbound project correspondence, ensuring appropriate distribution and documentation.
- Maintained structured filing systems to guarantee traceability, compliance, and accessibility of documents.
- Kept accurate records of export documentation, dispatch records, and project tracking documents.
- Provided administrative support to management and facilitated contract administration processes.

### Preferential Procurement Assistant

Kopano Ke Matla Joint Venture (KKM-JV)  
July 2025 – Dec 2025

- Identified and sourced suppliers aligned with preferential procurement and transformation objectives, including local and designated group suppliers.
- Verified supplier compliance documentation including BBBEE certificates, tax compliance, company registration and regulatory requirements.
- Supported implementation of procurement processes aligned with the Preferential Procurement Policy Framework Act (PPFA) across South Africa and Lesotho operations.
- Compiled and maintained a comprehensive supplier database and supplier list to support procurement planning and compliance monitoring.

- Assisted in the development and coordination of Enterprise Development and Supplier Development initiatives to support emerging businesses.
- Contributed to the preparation and monitoring of Skills Development Plans aligned with project labour and community development requirements.
- Assisted with the development and tracking of Preferential Procurement Plans and transformation compliance targets.
- Supported the preparation of Corporate Social Investment (CSI) plans and initiatives aligned with project community engagement objectives.
- Assisted in compiling and maintaining documentation related to Labour and Industrial Plans, ensuring alignment with labour compliance and project requirements.
- Coordinated set-aside work opportunities for designated or targeted suppliers in line with transformation and procurement policies.
- Prepared procurement activity reports and compliance updates for management and stakeholders.
- Supported contract administration processes, ensuring procurement agreements included required preferential procurement clauses.
- Assisted in the pricing and cost coordination of infrastructure and construction related projects, including:
  - - Pricing for LHDA Hall (Katse)
  - - Pricing for townhouse construction in Katlehong
- Collaborated with internal departments to ensure procurement activities supported project delivery, compliance, and community development objectives.

### **Customer Service Assistant**

Local Retail Store

January 2022 – June 2022

- Assisted customers with product inquiries and service delivery in a fast-paced retail environment.
- Supported store operations including stock handling, deliveries, and customer support.
- Developed strong interpersonal communication, teamwork, and time-management skills.

## **EDUCATION**

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### **Postgraduate Diploma**

Vaal University of Technology | 2024 - 2024

Key Results: - Strategic Human Resource Management: 88% (Distinction) - Strategic Human Resource Development: 84% (Distinction) - Labour Relations Management: 83% (Distinction) - Project Management: 75% (Distinction) - Research Project in Human Resource Management: 72%

### **BA (Honours)**

Limkokwing University of Creative Technology | 2022

### **National Senior Certificate (Matric)**

El Shaddai Christian School | 2012

## **SKILLS**

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Advanced administrative and organisational ability, Strong documentation control and record accuracy, Procurement compliance and supplier coordination, Professional communication and confidentiality, Stakeholder engagement and teamwork, Problem solving and process improvement, Computer literacy (MS Word, Excel, Outlook), Excel, Time management, Strategic thinking, Creativity, Report Preparation, Record Keeping, Conflict resolution, Decision making, Critical thinking, Team collaboration, Active listening, Adaptability, Emotional intelligence

## **REFERENCES**

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### **Mr M. Ndlangamandla — Vaal University of Technology**

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### **Ms Sandra Barbosa — Vaal University of Technology**

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### **Mr Shuai Yung — Kopano Ke Matla JV**

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### **Mr Jay Huang Jian — Kopano Ke Matla JV**

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### **Mr Bryan Maliehe**

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## **LANGUAGES**

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**English** - advanced