OLGA NDHLOVU

Inventory & Materials Planner | SAP ERP (MM) | Supply Chain & Inventory Specialist

Bela Bela, Limpopo, South Africa | osndhlovu@gmail.com | linkedin.com/in/olga-ndhlovu

PROFESSIONAL SUMMARY

Results-driven Inventory & Materials Planner with 15+ years of progressive experience across supply chain, procurement, inventory control, and document management within large-scale utilities operations. Proven track record maintaining 100% audit-ready compliance documentation while optimising Min/Max stock inventory, coordinating Material Requirement Planning (MRP) and forecasting, and reducing shortages and overstocking across multi-site warehouse networks. Deep functional expertise in SAP ERP (Materials Management module), Local Purchase Order (LPO) processing, and stock reconciliation, combined with strong document control and administrative operations background. Known for accuracy, regulatory compliance, and dependable customer service to internal and external stakeholders.

CORE SKILLS & COMPETENCIES

SAP ERP (Materials Management) • Inventory Planning & Control (Min/Max) • Material Requirement Planning (MRP) & Forecasting • Stock Reconciliation & Cycle Counts • Procurement & Local Purchase Orders (LPO)

Supply Chain Operations • Warehouse Administration • Document Control & Compliance • Audit & Regulatory Support (Environmental, Quality, Risk) • Asset Verification & Registers

Data Entry, Reporting & Analysis • Multi-Site Coordination • Records & Filing Systems Management • Customer Service & Stakeholder Liaison • Scheduling & Administrative Operations

PROFESSIONAL EXPERIENCE

Officer Materials Planner
May 2026 – Present

Eskom Holdings SOC — Hybrid

- **Inventory analysis & demand planning:** gather and analyse operational data to forecast material demand and maintain stock availability for end users.
- **Inventory parameter maintenance:** conduct ongoing inventory parameter setup and data maintenance in SAP to keep planning data accurate and current.
- **Material Requirement Planning:** conduct MRP and forecasting to align material availability with project and operational timelines.
- **Stock optimisation:** optimise minimum control stock inventory levels, balancing service availability against holding costs.
- **Project reservation management:** manage project material reservations end-to-end, ensuring requirements are met on schedule.
- **Customer service:** serve as the key point of contact for material availability queries from internal end users.

Principal Clerk: General Admin
Sep 2014 – Apr 2026

Eskom Holdings SOC | Polokwane — On-Site

- **Regulatory compliance:** performed document control for warehouse operations, ensuring full compliance with Environmental, Quality, and Risk audit standards.
- **Compliance record-keeping:** maintained structured filing systems and compliance records aligned with regulatory requirements across a 12-year tenure.
- **SAP procurement processing:** created and processed Local Purchase Orders (LPOs) within SAP ERP, supporting uninterrupted procurement and supply chain workflows.
- **Asset governance:** maintained and audited departmental asset verification registers to safeguard asset accountability.
- **Administrative coordination:** coordinated administrative operations spanning training schedules, medical surveillance tracking, and permit documentation.
- **Financial documentation:** prepared departmental service payment documentation and procurement records in line with SAP MM (PCM) procedures.

Material Planner (Voluntary Secondment)
Jan 2024 – Jun 2024

Eskom Holdings SOC — Hybrid

- **SAP workflow administration:** administered SAP ERP workflows and inventory planning, applying Min/Max stock analysis and material forecasting.
- **Reporting:** prepared inventory, stock-in-transit, daily processing, and past-due reports to keep stakeholders informed of supply status.
- **Shortage prevention:** monitored supply chain data proactively to prevent shortages and over-stocking across the network.

Inventory / Stock Control Supervisor
Jul 2013 – Sep 2023

Eskom Holdings SOC — Hybrid

- **Team supervision:** supervised daily inventory control operations and cycle counting across multiple network centres.
- **Audit compliance:** supported internal and external audits while maintaining 100% audit-ready compliance documentation.
- **Discrepancy management:** monitored stock levels and investigated discrepancies and shortages using SAP ERP, generating variance and compliance reports.
- **Documentation accuracy:** prepared, distributed, and captured physical count documentation, sustaining warehouse data integrity across multiple sites.

Administrative Clerk / Document Controller
Sep 2008 – Aug 2014

Eskom Holdings SOC — On-Site

- **Document systems:** managed document control systems and filing structures, verifying reports and processing operational data.
- **Audit readiness:** maintained audit-ready compliance documentation supporting procurement and safety workflows.
- **SHE representation:** served as SHE Representative, managing safety records and coordinating training.
- **Front-line support:** provided receptionist, customer service, and office coordination support alongside procurement documentation duties.

Warehouse Storeperson
Nov 2007 – Aug 2008

Eskom Holdings SOC — On-Site

- **Warehouse operations:** processed goods receipts, stock issues, and warehouse records, using SAP ERP to manage picking tickets and inventory movement.
- **Inventory housekeeping:** performed binning, labelling, scanning, and stock housekeeping while maintaining logistics documentation accuracy.

Sales & Customer Service Representative
Apr 2001 – Dec 2002

Edgars & Sales House — On-Site

- **Customer engagement:** conducted outbound customer contact and lead generation, delivering support via phone, email, and face-to-face interaction.
- **Order processing:** assisted with order processing and customer record management.

ADDITIONAL PROJECTS (REMOTE)

Data Entry & Document Conversion Specialist
Feb 2026

Palmetto Publishing & Simon & Schuster — Remote Freelance

- **Accurate manual data entry:** typed and formatted content into Word documents with full accuracy, converting to PDF without third-party software.
- **File delivery standards:** prepared and submitted correctly formatted zip file deliverables meeting client specifications.

EDUCATION & CERTIFICATIONS

- **Advanced Diploma in Business Management (NQF 7) —** Mancosa, 2026
- **Diploma in Business Management (NQF 6) —** Boston City Campus, 2025
- **Certificate in Purchasing & Supply Chain Management (NQF 6) —** UNISA, 2014
- **Customer Service Certificate —** UNISA, 2006
- **High School Certificate (Grade 12) —** 1999