

CURRICULUM VITAE

PERSONAL INFORMATION

NAME:	Andrew Khudugo
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POSTAL ADDRESS:	27 Condor Street Sharon Park Nigel 1496
DATE OF BIRTH:	13 February 1970
IDENTITY NUMBER :	7002135638087
HEALTH:	Good
MARITAL STATUS:	Married
RELIGION:	Catholic
NATIONALITY:	South African
HOME LANGUAGE:	Tswana
DRIVE LICENCE:	Code 10
PROFIENCY IN OTHER LANGUAGES :	English, Afrikaans and Sotho: Good Xhosa and Zulu: Fair

QUALIFICATIONS

NAME OF SCHOOL: S T Boniface High School
Kimberley

STANDARD PASSED: Grade 12

SUBJECTS : Afrikaans - HG
English - HG
Tswana - HG
Biblical Studies - HG
Geography - SG
Business Economics - SG

OTHER QUALIFICATIONS

INSTITUTION: Motheo FET College (BFN)
College

QUALIFICATION TO BE OBTAINED: N6 National Diploma In Marketing

DURATION: 02 Years

SUBJECTS COMPLETED: Communication N4
Marketing Management N4
Management N4
Economics N4
Marketing Management N5
Statistics N5
Consumer Behaviour N5
Management N5
Sales Management N6
Marketing Communication N6
Marketing Research N6

COMPUTER SKILLS: Microsoft Office
Windows Office
PowerPoint
Internet Explorer
Outlook Explorer
SAP R/3 Prod
Uni – Portal (Servact)
Financial: Proj Estim
Artemis Project View

Project Information System

PST System
BPM System

OTHER COURSES:

How Business Work
I R Course
Transmission: Introduction
Introduction to Digital Transmission
Project Management
Financial: Proj Estim
Artemis Project view 4
Project Information System
Capital Project Planning and Management
System application and product (SAP)
Project Need Register and Estimator
M S Project 2000
Uni-PC (Servact)
Health and Safety for Committees
Brainstorming & Promoting Creative Thinking
Problem Solving: Foundations
Developing the Cross- functional Team
7 Habits of Highly Effective People
Network Sub-Scheduling
Cost Plan for Stores Maintenance Process
Environmental Awareness
Time- Management Strategies
Effective Business Writing
First Aid – Level 1
Targeted Development Initiative Fundamental:
Network Overview
ICT Business Drivers
Business Models
Presenting With Proficiency
Fulfilment, Assurance and Billing
Infrastructure and Product Lifecycle
Enterprise Management
Leadership in ICT
Operation Support
Network Technologies
Customer Relation Management

**LEADERSHIP
/EXTRAMURAL
ACTIVITIES**

- Church Choir member – Fatima)
- Athletics member (St Boniface School)
- Athletics member (Truworhs Company)
- Vice Chairman (Sechaba Primary School)
- Treasurer (Sechaba Primary School)

WORK EXPERIENCE

- COMPANY:** Truworths Company
- PREVIOUS POSITION:** Salesman
- DURATION:** From 1994/02/17 to 1995/12/31
- DUTIES:** Liaising with clients in all areas of sales
Meeting set Sales target
Stock, replenishing and cleaning sales areas
Assist with product selection
Offering advice to customer
Arrange delivery dates for larger items
Delivery with customer complaints
Utilising specialist product knowledge
Monitoring and updating sales display area
Dealing with queries
- COMPANY:** Home Mark Company
- PREVIOUS POSITION:** Salesman
- DURATION:** From 1996/01/031 to 1996/06/31
- DUTIES:** Liaising with clients in all area of sales
Meeting set sales target
Offering advice to customer
Arrange delivery dates for larger items
Marketing the products
Handling customer queries all the time
- COMPANY:** Commission Union insurance Company (BFN)
- PREVIOUS POSITION:** Sales Representative
- DURATION:** From 1996/07/28 to 1996/12/03
- DUTIES:** Selling policies and promoting new products
Customer care.
Computer Software
Selling Techniques
Presentation Techniques

COMPANY: Game Discount World Company
PREVIOUS POSITION: Stock Controller
DURATION: From 1997/02/28 to 1998/03/07
DUTIES: Receiving and verify stock ordered
Ensure all products are stored and packed
Codification and identification of stock
Selling variety of products
Housekeeping and ensure safety
Stocktaking and material handling
Perform administration of stock on system
Ensuring requisition is released for material
Ensuring catalogues are loaded accordingly on SAP
To check the dates on the General Cost are not in the past
To determine the required delivery date

COMPANY: Telkom SA Limited
PREVIOUS POSITION: Project Coordinator
DURATION: From 1998/02/28 to 2015/05/08
DIVISION: Project Management
SECTION: Network Infrastructure Provisioning
DUTIES: Main roles and responsibilities was to co-ordinate all the rollout Network project such as Fibre To The Home (FTTH), Martis Node, MCO : Telkom Mobile, Vodacom, Cell C and MTN) 2meg: OLT and OLS), PRI
Furthermore my duties was to ensure that all Core Capital Programmes initiated in the Gauteng Central Region are managed end to end, funded, completed and capitalized within the committed time lines and allocated budget framework
I was also responsible for the compilation of high level management reports, project reports, programmes reporting with regard to the financial status and KPI deliverables.
Managing various programmes and project Meetings with various interfaces in the region
Managing contractor and sub-contractor

appointment, co-ordinate contractor meeting and interfacing sessions, process purchase

orders and complete service providers
performance evaluations, process contractor
payments / invoices and comply on internal
IE101 payment processes
Maintaining positive and on going relationships
With all internal and external customers
Communicate with internal and external
Customers on determining specific requires
Managing projects scheduling timing, resources
Allocation and expenses to ensure company
targets and objects are achieved
Ensure that customers deadlines are met
Within the allocated budget
Applying Project Management Methodologies
Compliant and most effective to the industry
Launching of projects (scheduling and tracking
of projects financially
Monitoring over-expenditure on projects
Cleared commitment on per project and identify
savings
Monitor and track AOI Date (availability of
infrastructure
Administration of projects files
Determine projects scope
Do projects evaluation and documentation on
completion
Negotiate and allocate resources
Managed and control all the role players who
are involved in the projects: planning, finance,
Material, procurement and build
Scheduling project on official project scheduling
tool: PST)
Tasking project on official project tasking tool:
Uni-Base /(Servact)
Tracking and monitoring material on official tool:
MET)
Clearing the commitment on the completed
project, so that project can be aligned and
closed on official tool: SAP)
Aligning the running project if it has exceeded its
budget by using the official tool: SAP
Putting completed project into FNLD by
attaching all the required completions
documents on SAP: QA and ECC, then signed
POD for the material list to be attached, so that
project can be put into ZCPALD for TECO /
CLOSURE
Sending out mail and delivering documents
Within the organisation by using official tool:
Outlook

Preparing documents using Microsoft Office suite: Word, Excel, SAP, Servact, PST and Outlook
Plan, prioritise and coordinate workload in order to meet conflicting deadline
Take corrective actions if necessary
Review progress
Provide information of project as requested
Track and manage the KPI for expenditure vs. budget: Capex and Opex
Verify VO information provided on all the system before sent it for funding
Preparing specification of executable file for construction consisting the civil, jointing, hauling and quality copy
Monitoring of projects from start to end
Construction of site management and time Management
Loading activities on SAP R/3 according to cost such as Internal Labour, External Labour and Primary Cost
To manage equipment orders, delivery, tracking IE06 and other logistics to ensure efficient rollout of projects

COMPANY:

Huawei Technologies

PREVIOUS POSITION:

Rollout Manager

DURATION:

From 2016/03/01 to 2017/03/31

DIVISION:

Telkom FTTH Program

SECTION:

Project Management

DUTIES:Main roles and responsibilities was to co-ordinate and managed all the rollout Network project such as Fibre To The Home (FTTH), Update project file new information on the spreadsheet.

Managing the subcontractors

Ensure the subcontractor has the full executable file before kickoff meeting

Making request with subcontractor to apply for wayleave for all the suburbs that are on the rollout programs for GC – Telkom FTTH

To ensure the wayleave has been handed over to the subcontractor before can execute

To tracked expiring dates for the wayleave and ensure new application has been submitted for

extension date
Managing and chasing the subcontractor that has been appointed to apply wayleave on behalf Huawei and submit application on time.
Checking all the wayleave documents has been filled with all the required information for each and every suburbs and all their streets must be mentioned on the approval documents.
Checking and every time wayleave dates are on tracked not expired. If the dates are expired, reapply for an extension
Ensuring all the utilities are approved and Tracked and managed expiring date for an extension date
Ensuring road cutting or drilling is applied is needed for the specific suburb or street.
Applying the work refs on all the Manholes of the specific SDC that subcontractor will be working on.
Ensuring the work refs are valid for two months before they expired.
Tracked and managed the work refs are not Expired.
Organise site access for the company to be Able to do survey, kickoff in order to instal Optic fibre in the clients premises.
Schedule for kickoff and confirm schedule with all the relevant attendees
Obtain relevant documents for kickoff
Take kickoff meeting

REFERENCES

Mr Clint Mallet

Project Manager

Neotel (Pty) Ltd
Project Management CNC SO

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Mr Shaneel

Project Manager: Southern Region

Telkom SA: National Project Management

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Mr German P Mosiea

Project Manager: Central Region

Telkom SA: Regional Project Management

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