

Curriculum Vitae: Shantal Ragavan

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| Nationality | South African |
| Education | Certificate in Business Management and Computer Studies [2002] |
| Short Courses | <ul style="list-style-type: none"> Careers 2000 College, South Africa Supervisory Development Programme International Oil & Gas Training Programme |
| Languages | English (fluent) |

Employment record

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| Jan 2023 – Present | <p>Bid Administrator</p> <p>One World Sustainable Investments, South Africa</p> |
| August 2020 – March 2021 | <p>Tender Coordinator</p> <p>Uhambo Procurement, South Africa</p> |
| May 2019 – March 2020 | <p>Tender Coordinator</p> <p>Pegasys Strategy and Development, South Africa</p> |
| August 2015 – December 2018 | <p>Tender Coordinator</p> <p>Hunting Energy Services, South Africa</p> |
| January 2010 – August 2015 | <p>Tender Coordinator</p> <p>Weatherford UK Ltd, South Africa</p> |
| January 2008- December 2009 | <p>Administrative Assistant</p> <p>Traffic Clothing, South Africa</p> |
| March 2006 – December 2007 | <p>Administrative Assistant</p> <p>Pre-school Learning Alliance, London</p> |

Relevant professional experience

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| Jan 2023 - Present | <p>OneWorld Sustainable Investments</p> <p>Bid Administrator</p> <p>Shantal Ragavan joined the One World team in 2023 and currently holds the position of Bid Administrator. She is highly skilled in tender compilation and administration. Her responsibilities include:</p> <ul style="list-style-type: none"> Administer and coordinate the development of quality project proposals, and meet stringent proposal technical requirements Coordinate multiple proposals at the same time Coordinate multi-disciplinary teams Input and maintain information on our business development systems, databases and tools Provide continuous analysis of business development results to the management team Coordinate the process for identifying business opportunities that are aligned with One World's strategic imperatives Coordinate all compliance and regulatory bid requirements, including company registrations |
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Aug 2020 – Mar 2021 Uhambo Procurement

Tender Coordinator

Shantal reported to the Managing Director, her responsibilities included:

- Compilation and submission of bids and commercial pricing.
- Assisting the commercial team with administration duties in all areas of projects.
- Communication with Tendering Coordinators to agree workloads and deadlines
- Create and finalise all pricing documents and calculations to client proposals.
- Create and update marketing material to present to clients

May 2019 – Mar 2020 Pegasys Strategy and Development

Tender Coordinator

Shantal reported to the Business Development Manager, her responsibilities included:

- The compilation and submission of bids - ensuring high-quality, compliant and compelling submissions.
- Coordinating collection of tenders, attending bid briefing sessions and delivery of submission of bids.
- Co-ordinating the application process for registration with clients / vendors and database registrations.
- Supporting the submission of bid documents, in accordance with company standards and in collaboration with bid team.
- Engaging with various external stakeholders, other departments, and levels of management.

Aug 2015 – Dec 2018 Hunting Energy Services

Tender Coordinator

Shantal reported to the Business Development Manager, her responsibilities included:

- Responsible for successful preparation and submission of tenders aligned to client's costing structure, technical and commercial requirements, within client driven deadlines.
 - Manage the tender process from receipt of the tender documents, until submission and post clarifications further manage the tender from post tender submission until contract stage. Supervised and managed a tender assistant.
 - Both Local and International tender experience, including assistance to the sales manager.
 - Develop effective processes to address the complete tender package engaging responsible persons within the company
 - Conduct hand-over briefing of successful projects to operations department and ensure transfer of key issues, contacts, and liabilities.
 - Maintaining Contact Database to include but not limited to Customers/Clients, Third Party, Vendors, Professional Organizations, Government Organizations
- Additional Responsibilities

Jan 2010 – Aug 2015 Weatherford UK Ltd

Tender Coordinator

Shantal reported to the Business Development Manager, her responsibilities included:

- Responsible for successful preparation and submission of tenders aligned to client's costing structure, technical and commercial requirements, within client driven deadlines.
- Manage the tender process from receipt of the tender documents, until submission and post clarifications further manage the tender from post tender submission until contract stage.
- Supervised and managed a tender assistant.

Jan 2008 – Dec 2009 Traffic Clothing



Administrative Assistant

Shantal reported to the Owner, her responsibilities included:

- Receipting of fabric Shipment Invoices
- Issuing & allocation of fabric to clients
- Stock Control
- Client Payments (Invoicing/Purchase Orders - Pastel)
- Queries & supplier liaison
- Import & Export queries and handling
- General Administration

Mar 2006 – Dec 2007 Pre-school Learning Alliance

Administrative Assistant

Shantal reported to the CEO, her responsibilities included:

- Screening telephone calls, enquiries, and request, and handling them when appropriate.
 - Welcoming and looking after visitors
 - Organizing and maintaining diaries and making appointments
 - Dealing with correspondence and writing letters and taking dictation and minutes
 - Producing documents, briefing papers, reports, and presentations
 - Carrying out background research and presenting findings into subjects the manager is dealing with
 - Organizing, attending meetings, and ensuring the manager is well-prepared for meetings
 - Liaising with clients, suppliers, and other staff
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