

Pertition Mangwana

Stock Controller and Reporting Manager

Female | 🏠 17th November 1986 | 📍 South Africa, Alberton Citizenship: Zimbabwe👤

An individual who has the ability to work independently, good maths skills, has proven to work well under pressure and still excel .knows how to prioritize work to meet deadlines ,with Eight years' experience as a stock controller in the finance department specializing in the reporting of cost of sales reports, journals and recons for various departments, payroll, Creditors recons and invoice control experience.

Wanama, Accpac, Micros, Lightspeed

Professional Experience

Stock Controller and Reporting Manager

Adventure Golf Group

December 2022 to date

- Stock control for 4 departments of the deck and 4 golf departments including capturing invoices and transfers. Checking and capturing the daily reports and cash up reports on a daily basis for stock variances ,checking all 4 main store room stock on a weekly basis ,reporting to the directors and providing them with stock related reports when ever requested ,involved in implementing new processes for the business and to minimize stock wastages.
- Payroll for all the 4 branches on a weekly basis and processing the payroll payment batches at the end of the month.
- Checking the kitchen stock counts twice a week for all branches .

Food and Beverage Stock Controller

Gold Reef City TP & Casino

Mar 20-Dec 2022

- Invoice control and receipting and capturing departmental transfers, assist with credit applications and documents requests from suppliers, Wanama custodian.
- Assist with all documentation required by auditor, assist creditors clerk to ensure all invoices and credit notes are captured and recons are done accordingly.
- Canteen clearing journals and recons Balancing all purchases for the month, Green reporting.
- Cost of sales reports for operating equipment and stock, revenue Journal and month end journals.
- Creditors recons for weekly and monthly payments for Casino, Pocatello and hotel suppliers

Food and Beverage Stock Controller

Gold Reef City TP

Feb 2018 - Mar 2020

- Invoice control and receipting ,Capturing transfers ,Purchase orders
- Liaising with suppliers for any outstanding invoices or credit notes
- Balancing all purchases twice- three times a month
- Creditors 'recons , generate stock sheets and capture the counts
- Month end journals and recons ,admin work ,ordering stock on wanama ,calculating of manual time sheets for payroll processing taking into consideration leave days, sick leave, holiday pay and Sunday pay

Stock Controller and Manager

Gold Reef- Pocatello

May 2015 - Jan 2018

- Balancing of main store stock
- Managing five different mobiles, cash up and issuing stock
- Managing five outlets and the staff
- Cashing up every day after balancing the stock an calculating expected sales,Capturing manual time sheets for payroll processing ,Helping in other outlets when need be ,Relieving staff for breaks

Educational History

- ① Banking and Finance
Bulawayo polytechnic
Jan 2005 - Dec 2006

O' level Certificate

Inyanda secondary
school
Jan 1999 - Dec 2003

References

- ①

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Gold reef city Casino

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- ①

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INTERESTS & HOBBIES

- Dancing
- Baking and cooking
- Reading