

CONTACT

SAMANTHA BLESSING PHIRI

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Cowdray Park

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

*September 2017 -
December 2019*

- **Plumtree Bakery Cash n Carry**
 - GRV Clerk
 - *Product pricing
 - *GRV making
 - *Keeping price and stock records
 - *Analyzing and reviewing all price and supplier options
 - *Maintaining inventory on inbound and existing stock (Stock Auditing)
 - *Proforma invoice checking
 - * Procurement
 - * Market and data analysis

*May 2016 -
December 2017*

- **Quality Springs Upholstery**
 - Procurement and Accounting Assistant
 - *Proforma invoice checking
 - *Tracking and clearing of imported cargo
 - *Invoice reconciliation
 - *Creditors payment
 - *Weekly stock and cash auditing
 - *Stock Control and balancing
 - *Invoicing
 - *Product sourcing
 - *Petty Cash Management
 - *Bookkeeping

*August 2014 -
August 2015*

- **Kombani Africa Lodge**
 - Risk Management Intern
 - *Auditing
 - *Stock Control
 - *Risk identification and risk management plan evaluation
 - *Market analysis
 - *Procurement
 - *Financial Risk Management

January 2020 -
January 2022

- **Mickey Thousand Projects**
Finance Administrator
*Gathering, analysing and interpreting financial data.
*Updating daily transaction records and assisting with payroll administration.
*Managing accounts receivables and payables.
*Resolving account discrepancies and performing account reconciliations.

EDUCATION

2016

- **National University of Science and Technology (NUST)**
Risk Management and Insurance
2.2

2010

- **Thekwane High School**
A level (Commercials)
10 Points

2008

- **Mtshabezi High School**
O level
10 subjects incl English and Maths
- **National University of Science and Technology (NUST)**
Msc Finance and Investment
To be completed 2023
- **ACFE (South Africa)**
Certified Fraud Examiner
Examinations to be taken June 2022

SKILLS

- Microsoft Office
- Microsoft Excel
- Sage Pastel
- Payroll
- Hansa World
- Quick Books

PERSONAL DETAILS

- Availability : Immediately

REFERENCE

- **Nokuthula Sibanda - "Mickey Thousand Projects"**
Managing Director
sibandanokthula@gmail.com
0027 63 130 7214
- **Aaron Mugwagwa - "Plumtree Bakery Cash and Carry"**
IT, Accounting and Finance HOD
mugwagwak@gmail.com
077 534 0806

- **Merit Dube - "Kombani Africa Lodge"**

Assistant Manager

071 775 0331