

# **KHANYISILE MADIKIZELA**

## **PROFESSIONAL SUMMARY**

I have a National Diploma in Accounting from the Durban University of Technology (DUT), and more than five (5) years' Financial Accounting experience working as a National Inventory Controller and a Procurement Clerk and Personal Assistant. I always believe that my hands-on experience coupled with the growing knowledge I have gained during my studies and during field work prepared me to make a solid contribution in any Accounting and Financial Management related field. With a solid foundation in Accounting, I am always prepared to put my knowledge and abilities to deliver the best results in everything that I do, while gaining immeasurable experience and skills to advance in my career pursuit. I am a self-motivated, goal orientated, driven and an individual who believes in lifting and empowering others through the knowledge I have acquired, and experiences gained overtime.

## **PERSONAL DETAILS**

Contact : 081 2839413  
E-mail address : makhanyi111@gmail.com  
Location : Modderfontein, Gauteng  
Nationality : South African  
EE : Black Female

## **CORE COMPETENCIES**

- Competent in Microsoft Word, PowerPoint, Excel, SAP, Netterm and Pastel.
- Good understanding of applicable laws, standards, and specifications.
- Ability to reflect on one's own work as well as the wider consequences of financial decisions.
- Business acumen and interest.
- High levels of accuracy by keeping attention to detail and correctness.
- Always maintain a proactive approach in the working environment for ease in taking ownership and accountability.
- Excellent financial reporting skills.
- Research and Run-Data analysis skills and good in promoting participation for projects.
- Ability to accurately track inventory and compile reports.
- Highly motivated, energetic, sound judgement and good reasoning abilities.
- Good managerial and interpersonal skills and ability to work under pressure.
- Time management, organizational and planning skills.
- Great team player and can work well independently.
- I have a high level of leadership and decision-making skills.
- Excellent verbal and written communication skills.

## **EXPERIENCE**

**[Inventory Controller]                      [Mediterranean Shipping Company]**

**[January 2017 – December 2019]**

### **Duties Include:**

- Prepared the carrier Transicold forex exchange.
- Capturing creditors invoices stock and non-stock items.
- Calculate actual usage.
- Prepare stock codes and allocations schedule.
- Stock reconciliation.
- Produce a full reconciliation to the inventory statement.
- Assist the Creditors and Debtors team where necessary.
- Receive and verify invoices and all relevant documentation required to process payment for creditors.
- Perform day to day processing of accounts payable transactions according to the relevant financial procedures.
- Attend to queries from suppliers.
- Complete expense accruals and reconcile all payments monthly.
- Report any anomalies.
- Attend queries from suppliers.
- Calculated the cost of sales.
- Prepared journals for the transfer documents.
- Capture the daily issue of Diesel (fuel).
- Captured the month end physical stock count(manually).
- Purchase order reconciliation.
- Capturing journals at month end.
- Ensured the physical count quantities agree to the closing stock balance on the system report.
- Prepared general ledgers for all transfers between depots.
- Stock take (it is done twice a year).
- Follow up on queries and outstanding invoices and good received vouchers.
- GRV must have the name of the person receiving the goods and must be signed.
- Copy of quotation must be attached before capture invoice.
- All goods received must be sent to the Head office.
- Ensured the invoices are coded correctly.
- Answering phone calls.

**[Procurement and Personal Assistant]                      [Checkout Supermarket-Head Office]**

**[January 2015 – December 2016]**

### **Duties Include:**

- Write a purchase order and determine what products get to store shelves.
- Manage inventory and follow up on queries and outstanding orders.
- Liaise with suppliers.
- Capture invoices.
- Manage diaries and organize meetings and appointments.

**[Cashier and Waitress]**

**[Patience Fast Food]**

**[January 2010 – December 2011]**

### **Duties Include:**

- Do table decoration.
- Customer service (cashier).

- Depositing Money to the bank (banking).
- Calculating cash flow for the day.
- Sending a Daily report to the manager.

### **EDUCATION**

**Institution** : Durban University of technology  
**Qualification** : National Diploma in Accounting  
**Status** : Completed

### **ACHIEVEMENTS**

- Mentorship certificate (DUT Mentorship Program).
- One Distinction with an average of 65% in Diploma level.
- 2012-I was awarded a certificate in leadership skill at Christian Student Organisation (SCO).
- In 2013-I was appointed as a floor rap at Sterling House Resident.
- In 2019-I was awarded a National certificate in Freight Forwarding and Customs Compliance (credit :130).
- In 2019-I was awarded a National certificate in International Trade (credit :131).

### **GOALS**

- To become an excellent Financial Accounting Specialist taking up challenging works in the Industrial structure with creative and diversified Projects and to be part of a Constructive and fast-Growing World.
- To make a position for myself in the competitive corporate world and contribute to achieving the goals on both professional and personal level.
- To work in an environment that challenges me to improve and constantly thrive for perfection in all the tasks allotted to me so that I can be able to showcase my Cost and Financial Management Accounting skills.

### **HOBBIES AND INTEREST**

- I enjoy being involved in community outreach, cultivation projects that afford me the opportunity to make an impact on society. I enjoy going on a new outdoor adventure as well as fitness training, I also take joy in forming part of the preparations team at my church which has taught me a lot on what it takes to coordinate and organize events and gatherings.

### **REFERENCES**

- Available upon request