



# Portia Gamildien

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am interested in Finance/Clerical/Admin positions. My 15-year Accounts Payable experience, together with everything I've learned in Supply Chain as Admin Clerk at Tiger Brands Jungle Oats the past 8 years have afforded me the perfect foundation for a position in any company.

My personal characteristics of dedication, respectfulness and cheerfulness present me with a pleasant, well-rounded, and mature edge. I have very good query resolution skills, am highly deadline driven and able to work under pressure. Coupled with my professionalism, I am hardworking, efficient, and always ensure my results are delivered with the utmost care and attention to detail. I also present good work ethics and excellent interpersonal skills, enabling me to relate well with others. My ability to focus keeps me from being distracted from my work, and this means my performance is always high.

Apart from the abovementioned skillsets, I also bring with me my knowledge of Oracle, Microsoft (Internet Explorer, Excel, Outlook, Word) and Tecfinity. I am also extremely eager to learn and further develop my professional skills, turning my strengths into key attributes through part time studying.

I am also proud to say that I have obtained a certificate in 2020 for completing an NQF 4 Generic Management through Optimum Learning Technologies.

My updated resume which is styled creatively and uniquely to garner your utmost attention, is attached for you to review. Please feel free to call me so that we may discuss this opportunity further in a formal interview.

Thank you for this opportunity and I look forward to speaking with you soon.

Sincerely yours,

Portia Gamildien

Preferred occupation

Creditors Clerk  
Finance jobs

Preferred work location

Northern Suburbs  
Western Cape

## Contacts and general information about me

Day of birth	1975-11-12 (50 years old)
Gender	Male
Residential location	Northern Suburbs Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2023.03 iki 2023.08</b>
Company name	Tiger Brands T/A Jungle Oats
You were working at:	Accountants
Occupation	Acting Manufacturing Analyst
What you did at this job position?	<ul style="list-style-type: none"> <li>□ Daily capturing of Floor Stock</li> <li>□ Daily Variance Report</li> <li>□ Daily By-products sales Reports</li> <li>□ Daily OEE and PVA stats report</li> <li>□ Daily Capturing the OSE sachet and Oat bran production quantities</li> <li>□ Updating the Spares Stores Issue Requisition file</li> <li>□ Capturing the spares issued onto Oracle.</li> <li>□ Capturing Misc. Transaction on Oracle, stores consumables</li> <li>□ Weekly Maintenance review reports</li> <li>□ Weekly B-product sales report</li> <li>□ Assisted with Monthly Stock Take</li> <li>□ Assisted with the Capex Input documents required for Asset capitalisation</li> <li>□ Approved the Oats intake on Imex system</li> </ul>

Working period **nuo 2014.08 iki dabar**

Company name Tiger Brands T/A Jungle Oats

You were working at: Administrators

Occupation Supply Chain Admin Clerk.

What you did at this job position? □ Act as link between the site and Financial Shared Services; Suppliers and Accounts Payable □ 3-way matching & uploading of invoices onto Laserfiche (document management system for AP department) □ Ensure invoices/credit notes reach AP timeously for processing. □ Escalate issues and communicate to managers of the different departments/Plant manager any non-adherence to procedures and controls □ Full collaboration with SSC – ensuring Jungle Oats Creditors are always up to date □ Handle queries received from Finance Dept. / Refer queries to the appropriate department □ Assist with the setup of having new vendor accounts loaded onto the system □ Interact with staff (stores, production, etc.) daily regarding issues related to stock, paperwork, and administrative matters □ Responsible for updating of Costing File/Supplier pricing & liaising with procurement & Cost Accountant □ Resolve quantity and cost price disputes □ Assist Logistics department with the uploading of invoices for payment onto Laserfiche system □ Assist manager with sourcing and obtaining Capex quotations for Supply Chain department □ Manage Open Purchase Orders □ Processing of faulty goods returned to vendors (on Oracle)-only person on site with this responsibility □ GRV stock received from suppliers (on Oracle) □ Create monthly stock & contract purchase orders (on Oracle) □ Contact suppliers to resolve supply-issues (short-supplies, etc.) □ Responsible for the preparation of regularly scheduled reports (national stock report, etc.) for Supply Chain Coordinator and Unit Manager □ Log and update NCR's (Non-conformance Reports) schedule □ Assist Lab in requesting Corrective Action from suppliers □ Update packaging and Ingredients OTIF (On Time, In Full) sheets weekly □ Assisting with the yearly audit - working closely with the external auditors

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	very good	fluent	fluent

#### Computer knowledge

Microsoft Office, Oracle, Tecfinity; Microstrat

#### Recommendations

Contact person	Stephan Maritz
Occupation	Regional Sales Operations Manager
Company	Tiger Brands
Telephone number	082 412 8040
Email address	stephan.maritz@tigerbrands.com

### Additional information

Driver licenses	None
Salary you wish	18500 R per month
How much do you earn now	17400 R per month