



# Emmanuel Nkosinathi Mbhele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Take Pride in my work
- Team player
- Well organized individual
- Efficient

Weaknesses: Perfectionist

#### TRAININGS ATTENDED

Year - 2017: FAIS training

Year - 2017: Legal / Funeral Product Training for Scorpion Legal Protection

Year - 2018: Customer relations management

Year - 2019: Emotional intelligence

Year - 2019: Creative problem solving

Year - 2019: Handling difficult client's

#### SECONDARY EDUCATION

Highest Grade Passed: Senior Certificate (Grade 12)

Name of Institution: Zitikeni Secondary School

Type of Institution: High School

Date Completed: 2005

Subjects: Business Management

English

Physical Sciences

Mathematics

Zulu

Biology

#### TERTIARY EDUCATION

Diploma: Business Management

Name of Institution: Rosebank College (IIE)

Year of Completion: 2010

Type of Qualification: NQF Level five (5)

#### SOFT SKILLS AND COMPETENCY

Advance: MS Office

Advance: MS Word

Advance: MS Excel

Advance: MS Outlook

Advance: LEZA System

Advance: Sage Past(Evolution)

Advance:Sage 300 (AccPac) System

Advance: Inventory management

Advance: Attention to detail

Advance: Oral and written communication

Advance: Quality assurance

Advance: Quality control

## EMPLOYMENT HISTORY

### Employment 1:

Job Type: Perm

Period Employed: Jan 2016 to April 2019

Company Name: Scorpion Legal Protection /LEZA

Industry Type: Legal/ Funeral Insurance

Position/ Title: Office Assistant/ Office Administrator

Reason for Leaving: Promoted/ Transferred to LEZA

#### Job Description:

- Courier Bookings
- Picking and packaging of items before shipping (Courier).
- Sales Stationary and promotional distributions.
- Tracking of office supplies and making orders when necessary.
- Answering calls and corresponding to email.
- Data Capturing on (LEZA)
- Sending captured data to payroll
- Criminal evaluation with CSI
- Filling and controlling documents.
- Liaison with internal and external clients about sent parcel.
- Preparing regular stock reports and variances reports.

### Employment 2:

Job Type: Stock Controlling and Inventory Management

Period Employed: April 2019 to November 2023

Company Name: Scorpion Legal Protection and LEZA

Industry Type: Legal/ Funeral Insurance

Position/ Title: Stock Controller/ Inventory Controller

#### Job Description:

- Receiving stock from suppliers.
- Verifying of stock received and checking for discrepancies.
- Managing inventory movement through requisitions and filing of documents.
- Administering all processes and procedures relating to inventory control functions.
- Maintaining cleanness of the storeroom.
- Picking and packaging of items before shipping (Courier).
- Liaison with internal and external clients about shipments.
- Liaison with management about inventory year end count to find (Write offs)
- Responsible for stock takes and adjustments of stock.
- Responsible for investigating stock variances.
- Monitoring stock usage and advising Procurement about stock replenishment.
- Issuing out branding items to sales.
- Issuing stock out on stock systems (Pastel & AccPac Sage 300).
- Receiving invoices on stock systems (Pastel & AccPac Sage 300).
- Preparing regular inventory reports and variances reports on stock levels.

Reference Name/ Title: Mrs Phumudzo Makhari (Line Manager)

Reference E-mail: Phumudzom@leza.co.za or pmakhari@scorpion.biz

Reference Land line: (011) 842 7891

Reference cell number: 0829790189

Reference Name/ Title: Miss Thokozile Mudau (Supervisor)

Reference E-mail: thokozilem@leza.co.za

Reference Land line: (011) 842 7818

Reference cell number: 078 031 5906

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Stock Controller Inventory Controller |
|                         | Administrative jobs                   |
| Preferred work location | Administrators                        |
|                         | Administrative jobs                   |
|                         | East Rand                             |
|                         | Gauteng                               |
|                         | Johannesburg                          |
|                         | Gauteng                               |
|                         | Pretoria / Tshwane                    |
|                         | Gauteng                               |
|                         | West Rand                             |
|                         | Gauteng                               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1986-08-18 (39 years old)   |
| Gender               | Male  |
| Residential location | East Rand<br>Gauteng  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

#### Additional information

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | 18000 R per month |
| How much do you earn now | 15000 R per month |