

Anelisa Giyose

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As a Buyer Assistant Graduate at Woolworths, I excelled in preparing reports and managing data to enhance decision-making. With expertise in supply chain operations and document management from my past roles, I am now eager for a new challenge in Finance or Accounting.

Professional Experience

Woolworths 10/23 - 10/24
Buyer Assistant Intern

- Provide administrative support to metrics and commercial team by communicating with buyers / planners regarding supply and availability of product and ensure corrective action is taken.
- Transmit price and pack information to suppliers promptly
- Offer order support and maintain static data for suppliers
- Handle end-to-end tasks for Daily Difference promotions
- Create department presentations, reports, and documents using Excel and Word
- Prepare monthly commercial presentations

JBS Building Co 07/23 - 09/23
Document Controller

- Recorded Purchase Orders and Invoices in Excel purchase order log
- Matched Purchase orders to proof of delivery and invoices
- Processed invoices using Xero
- Conducted general office administration tasks
- Organized and filed invoices with supporting documentation

Cape Peninsula University of Technology 03/22 - 08/22
Taxation student tutor

- Lead class discussions to facilitate peer learning
- Prepare lesson plans for students
- Assist students in test and exam preparation
- Perform basic administrative duties

Education

Cape Peninsula University of Technology 01/23 - 12/23
Advanced Diploma in Accountancy- Major Management Accounting

- Completed coursework in Financial Reporting, Management Accounting, and Financial Management

Cape Peninsula University of Technology 01/19 - 12/22
Diploma in Accountancy

- Coursework: Financial Accounting, Internal Auditing, Management Accounting, Business Law, Statistics for Accountants, Accounting Information Systems, Taxation, Communication, Economics, Corporate Procedures, Integrated Project in Accounting

Key Skills

- Analytical, quality-focused
- Strong problem-solving, adept at report writing
- Efficient under pressure, deadline-oriented
- Good communicator
- Proficient in Microsoft Excel (VLOOKUP, pivot tables)
- Skilled in data capturing, recording, sorting, and filtering
- Familiar with Sage, Xero
- Experienced with buying systems: Oracle, RMS, CAM, JDA, FPP, FILA

References

Kumkani Zililo - Buyers Assistant, Woolworths
0625522993

Charleen Erasmus - Financial Manager, JBS Building Co
0612119396