Curriculum Vitae of Moses Mazibuko

Personal Details

First Name	:	Moses Mandla
Surname	:	Mazibuko
Gender	:	Male
Marital Status	:	Married
Nationality	:	South African
ID Number	:	731024 5349 085
Languages	:	Sotho, Zulu, Venda and English
Drivers License	:	Code 08
Health Status	:	Excellent
Criminal Offence	:	None
Hobbies	:	Reading Magazines, Traveling &
	:	watching Television
Interests	:	Tennis, Cycling and Soccer

Contact Details

Postal Address	:	P O Box 152
	:	Halfway House
	:	1685
Residential Address	:	No 14 Bakersfield
	:	Canart Street
	:	Kyalami Hills
	:	1684
E-mail Address	:	mmazibuko222@gmail.com
Contact Numbers (Work)	:	(011) 548 8969
Mobile Number	:	082 709 9445

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Academic Details

Last School Attended	:	Promate College
Highest Standard Passed	:	Matric
Year Completed	:	(1992)
Metric Subjects	:	English,
	:	Zulu
	:	Accounting
	:	Business Economics
	:	Economics
	:	Math's

Tertiary Education

I'm currently studying CIMA on Operational level,

Modules	:	P1 Performance, F1 Financial and
	:	E1 Enterprise Operations
Name of Institution	:	Witwatersrand Technikon
Diploma	:	National Diploma in Cost and
	:	Management Accounting
Major Course	:	Fin Accounting I, II, III & Cost and
	:	Management Accounting I, II, III
Year Obtained	:	(1997)
Name of Institution	:	Damelin College
Diploma	:	Diploma in Bookkeeping
Major Course	:	Financial Accounting
Year Obtained	:	(1999)
Name of Institution	:	Prolocon (Pty) Ltd
Certificate	:	Pastel V5 and V6
Year Obtained	:	(1999)
Name of Institution	:	Standard Bank
Certificate	:	Certificate in International Trade
	:	Services
Year Obtained	:	(2006)

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Name of Institution	:	Executrain
Course Attended	:	Business Writing Skills
Year Obtained	:	(2007)
Name of Institution	:	Executrain
Course Attended	:	Microsoft Word & Excel 2007
	:	Inter-mediate & Advanced
Year Obtained	:	(2008)

Employment History

Name of the Company	:	Lactalis SA (Pty) Ltd (Parmalat SA)
Company	:	Dairy Manufacturing & distribution
Position	:	Plant Cost Accountant
Duration	:	01 August 2017 till 31 March 2024
Duties	:	Verify correctness of PPV Account
	:	Check & verify prices with procurement
	:	for raw material and packaging material
	:	Close off old open orders
	:	Reconcile Finished Goods packed vs
	:	Production planned
	:	Investigate variances from production and
	:	report back to management
	:	Make sure that the BOM is pulling correct information
	:	Make sure Budgeted BOM's and default
	:	BOM's are the same.
	:	Make sure that Shop orders are closed
	:	Prepare weekly and monthly forecast
	:	Check stock days and make sure that
	:	we keep our stock level reasonable.
	:	Verify cycle count before posting
	:	Assist with periodic stock count
	:	Reconciling of balance sheet items, GL Recons
	:	Ensure that all internal control and
	:	procedures are in place and followed
	:	Revaluation accounts are cleared
	:	Closing off month end and journal
	:	posting
	:	Weekly consumption tracker

	:	Weekly Production losses tracker
	:	Weekly Labour Tracker
	:	Compiling and analyzing of monthly, weekly
	:	management reports
	:	Monthly Plant Industrial report, Full Time
	:	Equivalents and Sec/Kg (labour) report and
	:	Dashboard with variance explanations
	:	Interacting with all the departments
	:	Preparing of Budgets
Certificate Awarded	:	Certificate of Appreciation awarded July 20

Employment History

Name of the Company	:	Parmalat Kyalami Plant (Pty) Ltd
Company	:	Dairy Manufacturing and distribution
Position	:	Plant Financial Accountant
Duration	:	01 October 2008 to 31 July 2017
Duties	:	Month end stock count and inventory movement, make sure that movement of raw material to production and
	:	finished goods are properly done and to investigate losses.
	:	In charge of Creditors department, Analyze age analysis on monthly bases Approve Creditors recons and signing off dump files, monthly cash flow.
	:	Check Trial balance trend and close off month end
	:	Preparing Management Reports i.e. FTE Report, PCF Cost of manufacture report and FM Report, Daily R and M Report, WIP and IG3 Fixed Assets and PPV report.
	:	Preparation of key General Ledger and Balance Sheet reconciliations i.e. stock ledger recon, creditors' accruals recons, returnable items recon, Fixed assets (WIP and capitalization) recons CAPEX using IFRIS requirement methods, Yearly verification of
	:	Assets and finalization of Plant Trial Balance & Intercompany transaction, Bank Recon Petty cash, process of General Journal

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Employment History

	:	Assist departmental managers in preparation of budgets and working with the financial manager in terms of the final upload of budgets from COGNOS into BPCS (accounting/MRP system) after his/head office approval
	:	Preparation of audit packs and liaising with internal & external auditors (PWC)
	:	Processing of vendor application and converting of Requisitions to Purchase orders

Employment History

Name of the Company	:	Medical Information Technology SA
	:	(Pty) Ltd
Company	:	Information Technology Industry
Position Held	:	Accountant
Duration	:	01 June 2004 to 30 September 2008
Duties	:	Preparing the Financial Statements
	:	Preparing Management Reports
	:	Check that all the transactions for the
	:	months are correctly posted.
	:	Forex
	:	Weekly Cash Flow
	:	Balance Sheet Account Analysis
	:	Statistical Returns (Stats SA)
	:	Liaise with my subordinates
	:	Liaise with South African Reserve Bank
	:	Liaise with SARS
	:	Bank Reconciliation Statement
	:	Liaise with Exchange Control (ITS)
	:	Inter-company Transactions
	:	Statutory Returns (Vat, Rsc Levies and
	:	SDL, UIF, Income Tax Returns
	:	Handling Debtors department
	:	Monthly invoicing & age analysis
	:	Collection from Debtors
	:	Recording of Cash Book
Reason for Leaving	:	Wanted to grow & do challenging tasks

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Employment History

Name of the Company	:	Kilimanjaro Art and Culture (Pty) Ltd
Company	:	Entertainment Industry
Position Held	:	Financial Controller
Period Employed	:	January 2003 till May 2004
Duties	:	Cash ups from the tills
	:	Balance the Cash ups to the system
	:	Banking the Cash for the day
	:	Handling the safe
	:	Handling of Debtors Accounts
	:	Drafting of Debtors Analysis
	:	Handling of Creditors Accounts
	:	Payment of Creditors
	:	Signing Payment Cheques (Signatory)
	:	Handling of Petty Cash (Impress
	:	System)
	:	Recording of Cash Book
	:	Weekly Cash Flow
	:	Bank Reconciliation Statement
	:	Preparing Management Report
	:	Drafting of Financial Statements
	:	Statutory Returns (Vat, SDL, UIF and
	:	PAYE)
	:	Forex
	:	Preparing of Payroll (Salaries)
Reason for Leaving	:	Company closed, new management
	:	took over.

Employment History

Name of the Company	:	Alliance Media SA (Pty) Ltd
Company	:	Advertising Industry
Position Held	:	Senior Bookkeeper
Period Employed	:	06 May 2002 till 08 November 2002
Duties	:	Handling Petty Cash
	:	Recording of Cash Book
	:	Handling of Debtors Accounts
	:	Handling of Creditors Accounts
	:	Bank Reconciliation Statements
	:	Signing Payment Cheques (Signatory)

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Employment History

	:	Preparing of Payroll (Salaries)
	:	Statutory Returns
	:	Forex
	:	Preparing weekly reports
	:	Preparing monthly reports
Reason for Leaving	:	I was not happy and I had to leave the
	:	Company
Name of the Company	:	Medical Information Technology SA
	:	(Pty) Ltd
Company	:	Information Technology Industry
Position Held	:	Accounts clerk
Period Employed	:	04 January 1999 till 03 May 2002
Duties	:	Reconciling of Staff Debtors
	:	Handling Petty Cash
	:	Calculating Interest on Clients
	:	Staff Loans
	:	Recording of Debtors Receipts
	:	Recording of Cash Book
	:	Bank Reconciliation Statements
	:	Drafting of Management Accounts
	:	Statutory Returns
Reason for Leaving	:	I wanted to grow and acquire more Skills

Employment History

Name of Company	:	Woolworth's Westgate
Company	:	Sales Assistance
Period Employed	:	1995 till 1997
Duties	:	Helping Customers
Reason for Leaving	:	I wanted to grow and I was finished
	:	With my studies, I wanted to do
	:	Something relevant to what I was
	:	studying

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Computer Packages

- Microsoft Excel 2013
- Microsoft Word 2013
- Pastel V6
- Pastel Payroll
- Chase Software
- Power Point
- Microsoft Outlook
- AS 400 BPCS (Business Planning & Control Systems)
- Teams

References

1.	Name	:	Johann Scholtz
	Title	:	Ex Production Manager
	Company	:	Parmalat SA (Pty) Ltd
	Mobile	:	+27 83 386 6235
2.	Name	:	Morcedy Moleya
	Title	:	Ex Financial Manager
	Company	:	Lactalis SA (Pty) Ltd
	Mobile	:	+27 73 242 6057
3.	Name	:	Lourens Heymans
	Title	:	Ex Financial Manager
	Company	:	Parmalat SA (Pty) Ltd
	Mobile	:	+27 82 498 6859