



CAVERN DURURU

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Experience

- S W Dururu Pvt. Ltd. Zimbabwe** September 2022 - January 2023
Retail Store manager
 - Provided employee training and feedback, scheduling and oversaw maintenance and upkeeping of the stores.
 - Formulated and conducted weekly stock counts which reduced shrinkage from 15% to 2% of sales, thereby increasing business profits.
 - Collaborated with cashiers and bartenders to hit 95%+ customer satisfaction by implementing realistic targets and demonstrating accountability.
 - Directed all retail operations, tracked inventory of products on shelves and storage unit and restocking, achieving 20% increase in store profits and 40% increase in new customers.
 - Anticipated customer trend and stocked product that led to a 50% sales increase during festive holidays.
 - Dealt with customer queries, concerns and complaints while increasing customer retention by 10%.
- Pick n Pay Supermarket, Cape Town, South Africa** February 2021 - December 2021
Warehouse clerk
 - Recorded and maintained a 100% listing of products, by regularly updating computer databases and checking physical quantities to match.
 - Led and guided a team of 10 warehouse associates that ensured the efficient flow of 100+ in bound and outbound products through the warehouse.
 - Complied with all company safety procedures daily, saving the company over R20000 in hospitals bills and kept a clean work area, meeting 95% of the inspection requirements.
 - Implemented a new inventory system that decreased the time it took to locate products by 90% (4.5 hours).
 - Sustained a keen sense of awareness regarding the location and condition of over 200 products in storage, which improved the accuracy of restocking operations by 85%.
 - Introduced opportunities that improved products flow through the warehouse and formulated cost-effective solutions that impacted inventory movement by 80% decreasing annual overhead costs by 15%.
- M Vest Clean, Cape Town, South Africa** January 2020 - December 2020
Accounts Clerk
 - Inspected daily work sheets and reduced the un-invoiced total from over 50% to below 20% during the first 100 days.
 - Processed and reconciled deposits for daily revenue of over R15000 with 100% accuracy.
 - Streamlined current business procedures to increase work efficiency by 55% and saving 35 hours a month of labour hours.
 - Managed payroll and the registration of 30+ employees and filed payroll taxes for over 100+ clients.
 - Reviewed, reconciled, prepared and issued bills and invoices for over 100+ clients.
- N Richards Group, Zimbabwe** June 2018 - April 2019
Assistant Accountant
 - Partnered with accountants and supervisors to ensure 100% accurate and timely financial reporting utilizing SharePoint to generate documents for senior management approval.
 - Compiled and analysed company financial records for accuracy, maintaining 100% accuracy of the monthly financial reports over the course of 7 months.
 - Maintained consistent communication amongst 50+ vendors, addressed any disputes regarding outstanding invoices, payments and adjustment, increasing customer satisfaction rate by over 90%.
 - Created new spreadsheets tailored to reflect income and expenses, which helped to organise the company's accounting data with 98% accuracy.
 - Applied mathematical abilities on a daily basis to calculate and check figures in all areas of accounting systems.

Education

Skills

- Inventory or stock management
- Inventory control
- Microsoft Excel
- Retail Sales
- Customer relationship management
- Healthy and safety standards
- Purchasing
- Account balance reconciliations
- Inventory audit
- Loss prevention

Languages

- English