**Joshua Nganga Wanjoya**

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CV NO: 1810662

Date of birth 27 August 1990

Nationality Kenyan

Marital status Married

Driving License Dubai, UAE

Current location Dubai, UAE

Visa Status Visit Visa

# Education Background

Diploma in Purchasing and Supplies Management

University of Nairobi : December 2008-November 2010

# Career Summary

With 6 years of experience being in charge of various roles in Executing proven Accounting Techniques in Accounts and Finance such as General Cashier/Paymaster, Cost control, Receiving , Trainee in Accounts Payables at Conrad Dubai, Receiving officer and Head Store Keeper at Grosvenor House in charge of Tower1 and Tower 2 and Trainee in Purchasing at Le Royal Meridian.

# Work Experience

**Conrad Dubai**

General Cashier /Paymaster

Duration : July 2015 - March 2016

* Collect, verify the number of Envelopes with Cash drop report ,count and balance daily Cash collection in the presence of a Witness
* Calculate and Prepare due-backs for Foreign Currencies dropped
* Prepare General Cashiers Cash drop Report
* Make Cash and cheques deposits Daily
* Reconcile House Bank with daily deposit(both Cash and Cheques)
* Update Bi weekly Foreign Currency rates in the system(ONQ)
* Payment and Posting of Petty Cash Vouchers with duly authorized documentation
* Prepare House Bank Contracts for new Floats Holders
* Submit House contracts for float holders to DOF for cancellation incase of Vacations or Termination
* Conduct Random surprise Cash Spot-checks to all float holders
* Ensure Sufficient Change in the Hotel
* Prepare Credit Card Tips for the Outlets
* Coordinate HR ,Accounts Payables and Accounts receivables for Deductions
* Pay Overtime and incentives
* Ensure accurate hard copy and electronic up to date payroll information files for all current and newly hired colleagues
* Ensure accurate records regarding vacation, sick time and other Payroll related benefits
* Ensure accruals for leave entitlements are sufficient to meet liability
* Perform any Duties as assigned by the accounting Manager /DOF

Assistant Cost Controller

* Supervised a team in Receiving and Stores Managed Stores and Inventories held by Venues
* Managed deliveries of Food and Inventory items and successfully ensured par Levels are maintained and all items and deliveries arrived timely
* Efficiently ensured that a Cost Controllers report on Menu Recipes Costs Beverage and Food Costs arrives to DOF by 05th of every Month
* Successfully ensured that Food Costs and Beverage Costs do not go higher than the budget and the smooth closing of the month with Costs being maintained at bay
* Maintained MICROS through changes in prices and new items creation
* Ensured that Flash Costs are sent to HODs by 8.30am
* Efficiently Managed 8 Outlets for 3 months and ensured thorough Scrutiny of inventories and successfully managed to do Month closing without any hitch
* Introduced deliveries Food spot-check to main handling units such as Butcheries
* Managed transfers of Food and Beverages to and from venues
* Investigate variances with Inventories and resolve issues
* Developed a manual Inventory analysis report for analyzing Variances
* Reconciled Inventories with general Ledger

Receiving Officer (Pre-Opening)/Accounts Assistant

Duration : July 2013 - October 2014

Responsibilities

* Reconcile the purchase orders with the invoices
* Physically check deliveries if they meet the Quality and quantity
* Coordinate and assist other departments as and when I receive their deliveries for additional material specifications verifications
* Prepare reports such as price variance report , daily receiving report and total outlet cost report
* Assist in the follow up of deliveries
* Weekly stock inventories at the stores.
* Oversee the operations in receiving and ensure efficiency

Accounts Assistant

* Prepare cheques and enter them in the disbursement Journal according to the Payment schedule agreed between controller supplier and purchasing
* General Journal Entries such as Petty Cash Data Entry, Purchase Bill Voucher and Journal Vouchers
* Classifying, coding and posting transactions in the Accounting Software
* Verifying the correctness and completeness of supplier’s invoices before entering into the Accounting software
* Handling Supplier Statement of Account Reconciliation
* Assist Chief Accountant in preparing the documents needed for Audit
* Resolve disputes with suppliers

**Grosvenor House Hotel and Le Royal Meridian Hotel**

Storekeeping and Receiving

Duration : April 2011 - July 1, 2013

Location-Dubai UAE

Scope of my duties

* To exercise general control over all activities in the store
* To maintain proper records such as inventory records and registers
* To ensure safe keeping of both quality and quantity of materials
* To check book balances and the actual physical stock at frequent intervals by way of internal control.
* Receive and inspect all materials and reconcile with purchase orders
* To initiate purchase orders whenever the stock level falls below the reorder level
* Check and receive purchased materials forwarded by receiving department and to arrange the storage in appropriate way
* Apply the first the first in first out concept
* Fore ward a daily report of any delays in delivery before the supplier cut off time
* Ensure that all the items which are stored in the chillers and freezers are properly labeled.
* Notify the material controller and the executive chef on duty regarding any complains
* Ensure that all the items which are issued correspond to the purchase requisitions.
* Prepare market lists for beverages for both the store and outlets stock
* Manage and oversee all transfers of beverages.

Constrained in Purchasing as a Purchasing Assistant

* Assist In managing and following up of orders
* Maintain and update purchasing data such as suppliers and pricing in the database
* Source for new suppliers
* Inform and update team members and line managers regarding changes
* Process purchase orders
* Source for the best purchase package at the most competitive quotation.
* Ensure all purchases are done through purchasing and all purchases are done through the list of nominated suppliers
* Processing purchasing orders and cross verify with the suppliers to ensure if order has been received and to confirm for availability of items
* Coordinate with other departments to ensure processing of quotations
* Ensure daily delivery report is generated and that all the necessary follow-ups are done

# Interests

Sports and Reading