

# ESTELLA KUMALO

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## PERSONAL PROFILE

Dedicated and detail-oriented professional with over 6 years of experience in Stock Control, inventory management, and data analysis. Proven track record of optimizing processes, maintaining accurate records and ensuring compliance with regulations. Eager to leverage strong analytical skills and meticulous attention to detail in the role of Operations and Payroll Administrator. Adept at managing large volumes of data, reconciling discrepancies, and enhancing operational efficiency. Committed to fostering positive employee relations and providing exceptional support in any Operations processes. Ready to bring a proactive approach and a strong work ethic to contribute effectively to your team.

**SURNAME:** Kumalo  
**FIRST NAME:** Estella  
**PASSPORT NUMBER:** MWA033667  
**NATIONALITY:** Malawian  
**RACE:** African  
**GENDER:** Female  
**HOME LANGUAGE:** Chichewa  
**OTHER LANGUAGES:** English  
**DRIVER'S LICENCE:** code B  
**MARITAL STATUS:** Married  
**VISA:** Spousal Visa + Work

## **SECONDARY SCHOOL EDUCATION**

**Secondary School:** Our Lady of Wisdom Secondary School

**Years Attended:** 2006

**Qualification:** MSCE (Malawi Secondary Certificate Examination) equivalent to Grade 12 Matric

**Subjects Passed:** English, Mathematics, Geography, Biology, History, Physical Science, Agriculture and English Literature

## **TERTIARY QUALIFICATION**

**Institution:** The Polytechnic University of Malawi

**Qualification:** BBA-Bachelors in Business Administration

**Period:** September 2014- November 2016

**Status:** Studies Completed

**Institution:** Malawi College of Accountancy

**Qualification:** Advance Diploma in Business Administration- (ABE)

**Period:** December 2012

**Status:** Studies Completed

## **PROFESSIONAL BODY**

Registered with ABE (Association of Business Executives) since 2008 and awarded the Associate Membership Certificate.

ABE membership number: **445955**

**Institution:** Digitacet (South Africa)

**Qualification:** Certified Payroll Administrator

**Period:** September-November 2024

**Status:** Studies completed

## **WORK EXPERIENCE**

**Employer:** INQ Digital Malawi - Blantyre

**Occupation:** Stock Operations Officer

**Period:** February 2017-October 2023

### **Duties and Responsibilities:**

- Tracking inventory maintenance
- Controlling flows of equipment and supplies
- Reporting to management and advising on process improvements
- Stock-taking for all warehouses monthly
- Logistics management
- Identification of local suppliers
- Soliciting of RFQs and RFIs
- In-house training support
- Data entry

**Employer:** KPMG Malawi

**Occupation:** Receptionist

**Period:** January 2013-August -2014

### **Duties and Responsibilities:**

- Switchboard operation
- Photocopying and scanning documents
- Filing
- Attending to visitors
- Stocking office supplies
- Keeping the reception area clean
- Handling logistics

**Employer:** PACT College

**Occupation:** Lecturer

**Period:** July-December 2016

**Subjects taken:**

- Sociology
- Customer Relationship Management
- Financial Accounting
- Organizational Behaviour
- Human Resource Management

**SKILLS**

- Ability to operate in MS word, PowerPoint, Excel and Google G-suite
- Finale Inventory software
- Sage x3 inventory/accounting software
- In-house Training skills
- Sage Payroll
- Data entry
- Purchasing
- Self-motivated
- Able to offer solutions to problems
- Good leadership skills-able to motivate and inspire others
- Able to delegate
- Good communication skills
- AI tools ( Canva, ChatGPT,Gemini)

## REFERENCES

**Name:** Abdulhakeem Yusuf  
**Occupation:** Senior Training Facilitator  
**Employer:** Sage South Africa Pty Ltd/ Digitacct  
**Address:** 38 Melle St, Management House, Braamfontein(4<sup>th</sup> floor, Office 415)  
**Cell:** +27840925608  
**Email:** admin@digitacct.co.za

**Name:** Goodall Salima  
**Occupation:** Network Engineer  
**Employer:** Inq.Digital Malawi  
**Address:** PO BOX 2117, Delemere House  
**Cell:** +265 999963769  
**Email:** [goodall@inq.inc](mailto:goodall@inq.inc)

**Name:** Mr Kelvin Nyirenda  
**Occupation:** Head of Advisory and Tax  
**Employer:** KPMG Malawi  
**Address:** P.O Box 508, Lower Sclater road  
**Cell:** +265888573493  
**Email:** [mw-information@mw.gt.com](mailto:mw-information@mw.gt.com)