

# **NYIKO MANYIKE**

Pretoria, South Africa

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## **STOCK CONTROL & PROCUREMENT SPECIALIST**

Detail-oriented Stock Control and Procurement Specialist with over three years' experience in fast-paced retail and FMCG-aligned environments. Proven track record of supporting procurement operations through supplier coordination, purchase order verification, GRV processing, inventory forecasting, and data-driven reporting. Experienced in multi-branch stock operations, maintaining 94–99% inventory accuracy, and supporting purchasing decisions that improve stock availability and turnover.

## **CORE COMPETENCIES**

- Procurement & replenishment support
- Supplier coordination & delivery scheduling
- Purchase order verification & GRV processing
- Inventory forecasting & stock optimisation
- Stock control supervision & reconciliation
- Cycle counts, variance analysis & discrepancy resolution
- FMCG & multi-branch stock operations
- Compliance documentation & audit readiness
- Advanced MS Excel (Pivot Tables, VLOOKUP, reporting)
- POS & inventory management systems

## **KEY ACHIEVEMENTS**

- Maintained 94–99% stock accuracy across three retail branches over three years
- Reduced inter-branch stock discrepancies through strengthened transfer controls
- Developed Excel-based inventory and procurement support reports to improve forecasting and purchasing decisions
- Improved stock flow and availability by identifying fast- and slow-moving items and supporting replenishment planning

## **PROFESSIONAL EXPERIENCE**

Stock Controller

Sorbet Man Menlyn Maine | Sorbet Man Brooklyn Mall | Sorbet Brooklyn Mall

April 2022 – Present

- Oversee stock control and procurement-support activities across three retail branches
- Coordinate with suppliers to schedule deliveries, verify purchase orders, and ensure accurate GRV processing
- Conduct structured cycle counts and full stock takes, consistently achieving high inventory accuracy
- Control and verify inter-branch stock transfers, reducing losses and discrepancies
- Prepare daily, weekly, and monthly inventory, variance, and movement reports using advanced Excel tools
- Analyse stock trends to support replenishment, forecasting, and stock optimisation decisions
- Enforce receiving, storage, and documentation compliance in line with internal audit standards

#### Procurement Intern

Newrest Inflight South Africa  
February 2019 – February 2020

- Supported procurement, logistics, and inventory operations in a high-volume airline catering environment
- Assisted with supplier coordination, transport scheduling, and dispatch documentation
- Processed GRVs, assisted with invoicing, and maintained accurate procurement and stock records
- Worked closely with operations teams to ensure compliance with aviation safety and service standards

#### **EDUCATION**

National Diploma in Logistics Management  
University of Johannesburg – 2018