Personal details

JANET BOWA

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+260 976 366 408

Lusaka, Zambia

EDUCATION

- **Bachelor of Business Administration (BBA)** – *4th Year (In Progress)Supershine University, Zambia* | **Expected Completion: 2026**
- **Diploma in Business Administration***University of Zambia (UNZA), Lusaka, Zambia* | **Graduated: March 2019**
- **Grade 12 Senior Secondary Certificate / GCE***Munali Girls High School / Examinations Council of Zambia*

PROFESSIONAL CERTIFICATIONS

- **Certificate in Purchasing & Supply Management** – *Adaptive Innovations Research Institute (May 2026)*
- **Certificate in Monitoring & Evaluation (M&E)** – *Adaptive Innovations Research Institute (April 2026)*

CORE COMPETENCIES & TECHNICAL SKILLS

- **Financial & Accounting Management:** Financial Reporting, SAP Accounting System, Accounts Payable/Receivable, Bank

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PROFESSIONAL SUMMARY

Dynamic, result-oriented **Business Administration Professional** with over **5 years of progressive experience** spanning financial accounting, sales supervision, inventory management, procurement support, and administrative management. Proven track record across commercial retail, wholesale, renewable energy, and international NGO sectors (including Care International and ETG Group). Expertise in optimizing workflow efficiency, reducing operational costs, maintaining strict budget controls, and delivering high-value sales growth. Proficient in **SAP**, **Advanced Excel**, and **Financial Reporting Tools**.

PROFESSIONAL EXPERIENCE

Sales Executive
DS Solar Zambia | Lusaka, Zambia
January 2026

- Manage a key portfolio of **50+ corporate and residential clients**, driving sales of solar panels, inverters, and clean energy solutions.
- Consistently exceed quarterly revenue targets by **110%** through proactive customer relationship management and structured outreach.
- Negotiate strategic terms with suppliers and B2B clients, successfully reducing procurement costs by **10%** through bulk purchase arrangements.
- Process purchase orders, generate invoices, track end-to-end deliveries, and maintain a **98% customer satisfaction rating**.
- Train and mentor incoming sales representatives on product specifications and sales techniques, improving overall team performance by **25%**.

Sales Supervisor
Momo's Food Suppliers | Lusaka, Zambia
December 2024 – August 2025

- Supervised daily retail operations and led a team of cashiers in a high-volume meat products supply company.
- Overhauled inventory tracking and stock rotation procedures, reducing stockout incidents by **40%** and keeping bad debts below **2%**.
- Designed and executed targeted promotional campaigns and customer loyalty programs, driving a **25% increase in repeat orders**.
- Analyzed weekly sales data to refine product assortments and pricing strategy, directly contributing to expanded annual profit margins.
- Conducted structured weekly team training sessions, resulting in higher sales conversions and improved customer feedback scores.

Payments Processor / Accounts Assistant
ETG Inputs (ETG Group) | Lusaka, Zambia
August 2022 – October 2023

- Processed high-volume vendor payments and invoices utilizing **SAP** and **MS Excel**, managing daily transactions exceeding **ZMW 100,000** with 100% reconciliation accuracy.
- Automated manual voucher entry workflows, cutting overall transaction

Reconciliations, Payroll Processing, Budgeting & Cost Control.
- **Sales & Operations Supervision:** Client Relationship Management (CRM), Sales Forecasting, Team Leadership & Training, Revenue Growth Strategies, Order Fulfillment.
- **Supply Chain & Inventory Control:** Inventory Tracking & Stock Control, Procurement Support, Supplier Contract Negotiation, Logistics Management.
- **Project Support & M&E:** Monitoring & Evaluation (M&E) , Donor Financial Reporting, Audit Support, Data Analysis & Administrative Operations.
- **Software Tools:** SAP (ERP), MS Office Suite (Advanced Excel, Word, PowerPoint), POS Systems, Financial Data Entry Systems.

LANGUAGES

- **English:** Fluent (Professional / Full Literacy)
- **Nyanja:** Fluent
- **Tumbuka:** Fluent
- **Bemba:** Basic

processing time by **50%** and minimizing entry error rates.
- Managed daily cash deposits, ledger postings, and bank reconciliations, proactively identifying and resolving account discrepancies.
- Prepared monthly financial summaries and supporting document schedules for internal management decisions and statutory audits.

Sales Assistant
Waluz Beauty & Health Shop | Kabwe, Zambia
2020 – 2021
- Processed **200+ daily credit/debit and POS transactions**, sales receipts, and returns with zero margin of error.
- Built strong customer rapport and delivered tailored product advice, driving a **35% growth in customer loyalty sign-ups**.

Administrative Assistant
Care International | Lusaka, Zambia
2013 – 2019
- Coordinated administrative, logistics, and departmental budgeting operations for complex donor-funded development projects.
- Managed event planning and procurement budgets up to **ZMW 200,000**, achieving 100% compliance with zero budget overruns.
- Served as the primary liaison between Finance, Program leads, and external stakeholders to ensure seamless communication and project delivery.
- Compiled and formatted donor financial summaries and field activity reports, guaranteeing timely compliance with international NGO standards.

Stock Clerk / Inventory Assistant
River Motel | Kafue, Zambia
2009
- Maintained accurate ledger records of stock movements, performed periodic physical counts, and assisted with purchase order processing.

REFERENCES

Mrs. Zeddy Chansa
Director – *Waluz Beauty & Health Shop, Kabwe*
Cell: +260 966 095 884

Mr. Rakesh Jamuliya
Financial Controller – *ETG Group of Companies, Lusaka*
Cell: +260 960 708 974

Mr. Golden Manyanga
District Manager – *Care International, Lusaka*
Cell: +260 976 432 841