

CONOR SINCLAIR

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AREAS OF EXPERTISE

Excellent organisation skills
Strong administrator
Customer service oriented
Adaptable

HIGHLIGHTS

Designed and implemented improvements to E-Commerce platforms
Oversaw administration needs for a portfolio of 15 clients, implementing proficient processes
Helped design and develop a WMS to streamline and improve various processes and services
Promoted twice within 6 months, undertaking two roles until new staff were appointed
Advised clients on improvements to their CMS



CAREER HISTORY

RADIUS LOGISTICS LTD, RADIUSLOGISTICS.CO.UK,

JULY 2017 - PRESENT

WAREHOUSE SUPERVISOR

- Responsible for managing daily warehouse operations to meet our customer needs and demands
- Effectively utilise Microsoft Office to ensure various data is concisely presented and proficiently organised
- Oversee stock management, compiling daily and weekly reports to ensure proficient updates are given
- Supervise teams within both the warehouse operations and administration team
- Revise data and customer demands to enable effective and proficient forward planning
- Meet stringent daily logistical targets through effective communication and team working skills
- Deliver excellent Customer Relationship Management as demand dictates, whilst prioritising daily tasks
- Using initiative to overcome unforeseen obstacles through innovation and good organisational skills
- Design and implement innovative and effective processes to ensure efficiency is achieved collectively

NOVEMBER 2016 - JULY 2017

WAREHOUSE ADMINISTRATOR

- Process daily orders through various E-Commerce platforms
- Provided essential administrative and organisational support for the operational teams
- Managed customer administration needs, including resolving enquiries and responding to requests
- Devised methodical administration systems to improve fluidity and efficiency and minimise error

JUNE 2016 - NOVEMBER 2016

WAREHOUSE OPERATIVE

- Liaised between drivers with often limited English and the operations team
- Managed the daily running of the warehouse within 5 weeks of initial appointment



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OCADO.COM, NOV - MAY 2017 : CUSTOMER SERVICE TEAM MEMBER



FOPP.COM, OCT 2013 - NOV 2015 : STORE ASSISTANT



STAIRWAYS, SEP 2014 – NOV 2015 : CLEANER



GROCERIES.MORRISONS.COM, NOV 2012 – AUG 2013 : STORE ASSISTANT



STPETERSHOSPICE.ORG.UK, MAR 2012 – NOV 2012 : VOLUNTEER

EDUCATION



BRIS.AC.UK, SEP 2013 - AUG 2014

I completed the first year of a chemistry degree at the prestigious University of Bristol. However, I realised that I do not want to pursue a career in science and therefore I did not return to complete the course in September 2014.



ST BRENDAN'S SIXTH FORM COLLEGE, STBRN.AC.UK, SEP 2011 – JUL 2013

A LEVELS - Mathematics: A*, Chemistry: A, Further Mathematics: B, AS Biology: A



The Ridings' Federation

Winterbourne International Academy

TRFWIA.ORG.UK, SEP 2007 – JUN 2011

GCSE - 5 A*, 7 A'S

PERSONAL PURSUITS

I am an avid digital musician and producer, with my preferred DAW being Logic. I compose a wide variety of different styles and sounds, anything from soundtrack work to dance music.

I regularly record podcasts and I also write and star in comedy sketches.