

Work experience

Stock Administrator - Eskandar, December 2019 - December 2020

- Update daily sales figures onto reports and issue daily reports.
- Ensure that physical stock quantities agree to computer stock records.
- Ensure stock prices are accurate.
- Carry out periodic stock takes and cycle counts.
- Upgrades / sale adjustments / RTV's.
- Create purchase orders in retail system to receive goods.
- Return any faulty goods to suppliers and follow up. (credit note, replacement, inform accounts)
- Ensure good knowledge of both back office and shop functions of the till system.
- Assist in end of day cash takings reports.
- Process special order requests on behalf of the sales team.
- Communicating with the Head Office on VAT and Customs Duty issues.
- Liaising with warehouse and production to find out what deliveries are due or any delays to orders.
- Pack and organise shipments/deliveries.
- Sending parcels with couriers and logistics companies like UPS.

Stock Coordinator - Matchesfashion, June 2019 - December 2019

- Receiving/sending deliveries twice a day in high volumes.
- Managing Admin duties that includes stock integration into NAV, email management, spreadsheets, "call-in" items.
- Taking care of private shopping requests as well as store requests.
- Initiating internal and external investigations, RTV and processing faulty items.
- Taking part in a full production cycle of each item including prioritising "pre-shot" items.
- Overseeing stock assistants duties as well as task allocation.
- Carrying out Quality Checks, Stock Takes, Cycle Counts.
- Producing weekly status reports, handovers and stock integrity reports.

Stock Controller - Holland and Holland, November 2018 - April 2019

- Overseeing multiple locations including Flagship store, Harrods, Farfetch, Shooting grounds.
- New season allocations regarding all above locations.
- Receiving weekly deliveries, placing orders for replenishments.
- Conducting cycle counts, stock takes and quality checks.
- Liaising with Retail director, Buyers manager and Production manager.
- Complete investigation as well as correction of negatives in the system.
- Implementing new stockroom standards, utilising space for maximum capacity.
- Creating and managing stock related paperwork, invoices, excel sheets.
- Ensuring the correct procedures of transfers between stores and warehouses.

Stylist Assistant, June 2018 - November 2018

- Taking care of high profile clients.
- Learning their preferences as well as assisting them with fashion and size advice.
- Organising goods from various London based locations like Harrods, Selfridges etc.
- Accompanying clients around the stores suggesting items according to preferences.
- Arranging goods to be delivered to clients.
- Advising clients regarding payment options, loyalty programs.
- Managing client profiles.

Stock Controller - Dolce & Gabbana, May 2017 - May 2018

- Receiving and integrating weekly deliveries.
- Liaising with EU Stores and Buyers team on a daily basis regarding requests, shipment issues.
- Ensuring the smooth flow of International stock in-out transfers using external companies.
- Carrying out Quality Checks, Stock Takes, Cycle Counts and End of Season Returns.
- Managing consolidations, return to vendors and stock replenishments.
- Effective stock allocation using internal software.
- Taking care of related back office admin duties, keeping stockroom tidy and organised to the highest standards.
- Complying with company security policies and procedures to prevent stock loss.
- Full stockroom set up at Harrods Kids department.

Porter - By Appointment Personal Shopping, Harrods, April 2016 - May 2017

- Delivering high class customer service for clients.
- Taking care of stock returns to each floor, as well as stock movements.
- Signing in/out stock, stock investigation using SAP and other internal software.
- Liaising with Personal shoppers and Stylists providing assistance when it's needed.
- Packing, carrying out dispatches and hand deliveries for customers in a prompt and timely manner.
- Ensuring that the stock room is kept clean and organised.

Junior Digital Marketing Executive, Starweb Agency, November 2014 - April 2016

Barista - Bar Boulud London at the Mandarin Oriental, November 2012 – November 2014

Bar Waiter - The Goring, July 2011- October 2012

Computer Maintenance Services - (Self-employed), September 2008 - July 2011

Education

Makers Academy September 2020 to December 2020

- OOP, TDD, MVC, DDD
- Ruby, Rails, JavaScript,
- RSpec, Jasmine, React, Node
- HTML, CSS, GitHub, Heroku
- Agile methodologies
- Test driven development
- Group projects

2016 Shaw Academy, London

- Digital Marketing Diploma,

2012 Health and Safety Certificate, Level 2

2008-2010 Atalanta Education Centre, Budapest

- Law Administrator,

2003-2007 Petzelt Jozsef, Szentendre, Hungary

- A-levels: Hospitality foundation, Business foundation, Tourism, Home economics,
- 7 GCSE,

IT skills

- MS Office Excel, Word.
- Advanced Windows knowledge from XP to Windows 10.
- Advanced hardware and software troubleshooting.
- Experience in Google Analytics, AdWords, AdSense, Wordpress.