

Professional profile

Enthusiastic and self-driven administrator with a proven track record of successful stock management operations, excellent organisational skills and budget/costs control addressed to a smooth and successful company performance. Able to take leadership and operate with a meticulous yet out-of-the-box mindset in order to cooperate successfully with a team.

Core skills

- Communication
- Team cooperation
- Customer service
- Order processing
- Customer research
- Excellent organisation skills
- Analytical mindset
- Issue resolution
- Time management
- Cost and budgeting
- Freight
- Warehouse operations
- Loss shrinkage

Career summary

June 2021 – Now

LWC, Middleton, Manchester (UK)

Stock Controller

Key responsibilities

- Forecast supply and demand to prevent overstocking and running out-of-stock (OOS)
- Enter purchase details (vendors information, invoices and pricing) into internal databases
- Place orders to replenish merchandise as needed
- Track shipments and address any delays
- Oversee storage of products, particularly of fragile items
- Evaluate suppliers' offers and negotiate profitable deals
- Coordinate regular inventory audits
- Liaise with warehouse staff and other internal teams to test products' quality (status upon delivery and storage conditions)
- Keep updated inventory records (including daily shipments)
- Ensure purchases do not exceed budget

May 2020 – June 2021

XPO Logistics Missguided, Manchester (UK)

Goods-In Administrator

Key responsibilities

- Forecast supply and demand to prevent overstocking and running out-of-stock (OOS)
- Enter purchase details (vendors information, invoices and pricing) into internal databases
- Oversee storage of products, particularly of fragile items
- Liaise with warehouse staff and other internal teams to test products' quality (status upon delivery and storage conditions)
- Keep updated inventory records (including daily shipments)
- Ensure purchases do not exceed budget

Jun 2019 – May 2020

XPO Logistics Missguided, Manchester (UK)

Warehouse Operative

Key responsibilities

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits
- Keep a clean and safe working environment and optimise space utilisation
- Complete diary logs into inventory
- Report any discrepancies
- Communicate and cooperate with supervisors and co-workers

Nov 2018 – Jun 2019

XPO Logistics Missguided, Manchester (UK)
Stock Controller

Key responsibilities

- Forecast supply and demand to prevent overstocking and running out-of-stock (OOS)
- Enter purchase details (vendors information, invoices and pricing) into internal databases
- Place orders to replenish merchandise as needed
- Track shipments and address any delays
- Oversee storage of products, particularly of fragile items
- Evaluate suppliers' offers and negotiate profitable deals
- Coordinate regular inventory audits
- Liaise with warehouse staff and other internal teams to test products' quality (status upon delivery and storage conditions)
- Keep updated inventory records (including daily shipments)
- Ensure purchases do not exceed budget

Jul 2018 – Oct 2018

XPO Logistics Missguided, Manchester (UK)
Warehouse Operative

Key responsibilities

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits
- Keep a clean and safe working environment and optimise space utilisation
- Complete diary logs into inventory
- Report any discrepancies
- Communicate and cooperate with supervisors and co-workers
- Operate and maintain preventively warehouse vehicles and equipment
- Follow quality service standards and comply with procedures, rules and regulations

Mar 2016 – May 2018

Hotel Damian, Turin (Italy)
Receptionist

Key responsibilities

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Education & qualifications

- **MSc in Logistics and Supply Chain Management** – University of Bolton – 2020
- **BSc in Business Administration** – University of Turin (Italy) – 2018

Additional information

- Languages spoken: Italian (Native) – English (Fluent) – Spanish (Fluent) – German (Basic)
- IT Skills:
 - MS Office Suite: Word, Excel and Power Point
 - Operating System: Win 7, Win 8 and Win 10
 - Warehouse System: DLX

References

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