

Oliver Joandi

Kuusiku tee 3-22, Loo, Harjumaa 74201

Mobile : +37255555417

Personal Profile

A passionate, career driven individual who is highly motivated towards achieving all goals. Excellent at prioritising, working within tight time and resource constraints, whilst maintaining a professional and calm approach to pressure to deliver excellent results. I would welcome the opportunity to undertake any training necessary to achieve my goals.

Key Skills

- Good knowledge of enterprise system SAP
- Strong knowledge of Microsoft Office applications
- Strong time management
- Excellent communication skills
- Attention to detail
- Good people management and strong problem solving

Languages

- Estonian – native
- English – fluent
- Russian – good
- Swedish – basic
- Polish –basic

Hobbies and Interests

- Politics
- Sports
- Computers
- Football
- Cycling
- Swimming
- Comedy

Education

1991 – 2000	Narva Estonian High School, Narva
2000 – 2004	Noarootsi College, Pürksi
2001 – 2002	Göteborg University Sweden – United Nations Future Leaders Course
2005 – 2006	Barnsley College, Barnsley - Plumbing
2010 – 2010	Emta Award Limited – Level 2 NVQ Warehousing and Storage
2019	ABB AS internal training programme – Lean Six Sigma Yellow belt

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Employment History

November 2018 to January 2020:

Production manager

Kaper Moduls OÜ

- Working as production manager in modular house factory
- Ensuring all factory productions run smoothly and all targets are met
- Responsible for health and safety and legal requirements are met in factory
- Making sure all wages are paid out in correct amount
- Assuring all products and materials are ready for production
- Process improvement and implementing LEAN
- Sending necessary reports and KPI's to Managing Director
- Dealing with day-to-day personnel issues

December 2017 to November 2018:

Expense management specialist

ABB AS

- Working as expense management specialist for Estonia, Latvia and Lithuania
- Checking business trip expense reports and all other expense reports
- Calculating tax back from expenses
- Ordering bank payments for reimbursement of expenses
- Paying out advance payments
- Reconciling monthly accounting reports
- Checking for arrears of overpayment on advances and expenses
- Making sure all paperwork is kept in correct manner for audits
- Writing and updating SOP's
- Working with ABB programs SAP, AskHR, ServiceNow and ToA

January 2015 to November 2017:

DHL, Ferrero Contract

Copack Production Co-ordinator

- Making sure copack admin team runs smoothly
- Reporting of KPI's to upper management
- Assuring job packs are ready to go to production on time as per customer request
- Solving day to day copack admin issues
- Communicating with customer to solve any issues raised
- Making sure systems SAP and Red Prairie are up to date and solving team issues with systems

Copack admin clerk

- Preparing job packs for copack operations
- Checking stock and packaging for copack productions
- Doing necessary system work for copack production on SAP and RP

Stock team Clerk

- Working as part of stock team, resolving all day to day stock team issues
- Stock counting and resolving discrepancies
- Making sure 2 inventory systems SAP and Red Prairie match

Inbound Co-ordinator

- Looking after Inbound operations, making sure trailers are tipped in timely and safe manner
- Looking after inbound booking system DOTS
- Managing bookings and solving haulier issues whenever needed
- Online booking system DOTS super user

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- Investigating any non-conformances, filling necessary claims and other paperwork, dealing with customer and insurers and police
- Checking CMR's on SAP and Red Prairie, preparing inbound documents for warehouse
- Managing KPI's and staff levels for invert and rework loads
- Managing site constraints

Customer Service Clerk

- Working with customer service team resolving customer issues,
- Reports on high priority orders, inbound bookings and creating necessary paperwork
- Checking POD's on Microlise, CTM-s, Red Prairie

September 2010 to January 2015:
Contract.

DHL, Bathstore (and Multi User)

Contract Assistant Manager

- Looking after contract (Owl energy monitors and heating controls) in multi user warehouse
- Communicating with customer daily bases to manage work load and orders
- Preparing orders on systems, managing warehouse KPI's and staff levels
- Organizing transport for inbound and outbound
- Planning worldwide transport and preparing customs paperwork's
- Making sure worldwide deliveries are on time and in full

Warehouse Team leader

- Ambient warehouse despatching up to 3500 items per shift
- Making sure shift hits their KPI's in safe manner
- Filling in and sending KPI reports and other necessary shift reports
- Picking , checking and loading using a variety of Manual Handling Equipment
- Quality control for prioritised customer orders
- Working across different contracts - multiskilling

April 2009 to September 2010:

Blue Arrow, Rugby.

Temporary Worker

- Variety of positions held through Blue Arrow employment agency
- Picking, packing, checking, quality control

October 2008 to April 2009:

Infinity HR.

Administration Clerk

- Working in stock control within the DHL Tesco warehouse
- Stock counting and resolving discrepancies
- Creating pick assignments and goods in/out management

June 2008 to October 2008:

Reval Park Hotel and Casino Tallinn.

Receptionist

- Front of house management
- Greeting customers, checking in/out and resolving every day issues

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February 2006 – June 2008:

Morrisons.

Freezer Operator

- Variety of warehouse jobs in a cold store environment
- Loading, stock counting, checking goods in and assisting the admin department

June 2005 – February 2006:

JDF Logistics.

Warehouse Operative

- Working in the goods in/out department
- Reach truck driver

June 2004 – June 2005:

Yorkshire Repak Ltd.

Team Leader / Quality Control

- Working in various locations across the UK
- Monitoring teams performance and targets
- Overseeing quality standards

June 2003 – May 2004:

Estonian National Puppet Theatre.

Stage Man

- Various activities behind the scenes of a theatre

Summers 2000 - 2003:

Roosta Holiday Village and Spa.

Sports Activities Organiser

- Organising various activities for clients and parties