

MONRONE STEWART

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PERSONAL PROFILE:

A highly creative and organised individual with excellent communication skills. Able to manage high volumes of work to meet deadlines, and is comfortable in a fast paced environment. Can work perfectly well with others or alone and unsupervised. Considered an energetic person with a positive attitude who works well under pressure. Capable of delegating work successfully while carrying out orders from superiors. Always proactive to change, enjoys new challenges and strives for excellence.

Now looking for a challenging and rewarding management position in stock operations, which allows me to provide the skills I have learnt throughout my career.

SKILLS:

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|----------------------------------|---------------------------------|
| ❖ Team Leadership | ❖ Expert WMS/ERP Knowledge |
| ❖ Data Entry & Analysis | ❖ Staff Development |
| ❖ Superior Organisational Skills | ❖ Proficient Numeracy Skills |
| ❖ Strategic Foresight Planning | ❖ Expert Microsoft Excel Skills |

EXPERIENCE:

DSML, Stock Control Manager, May 2019 – Present

Haymarket, London, SW1Y

- Management of FMCG stock between store and warehouse.
- Vouchering in all Concession and Direct to Store deliveries into the system accurately.
- Overseeing standards in back of house areas and helping to improve organisation.
- Developing the Stock Control team to deliver higher standards throughout
- Planning, managing, performing and reporting daily audits/stock checks.
- Excellent relationship with all Concession suppliers, ensuring packing lists are exact, and deliveries arrive in a timely manner ready for store events or product launches.
- Working with Managers and Merch on making the seasonal changeover as efficient as possible.
- Communication with WMS providers on changes to ensure a better workflow.
- Having a good rapport with all members in store and able to empathise with each situation.
- Created a system - Keeping PDF records of every transfer and delivery between WH and store.

Personal Achievements Include:

- Introduced successful new ways of working operationally for Merchandise and Warehouse teams.

CELINE, Stock Manager, Aug 2017 – May 2019

Harrods, London, SW1X

- Managing stock for two concession stores (Ready-To-Wear and Leather Goods).
- Daily cycle counts for each category in store, investigating any discovered discrepancies and sending reports to finance and management on any stock adjustments to be made due to sales errors, lost or stolen items.
- Communicating with the sales team concerning stock availability, deliveries and transfers.
- Transferring stock to different stores around Europe (client requests, ecommerce, re-balancing).
- Preparing stocktakes and liaising with the UK Operations Manager to ensure the best results.
- Processing both client and store stock repairs.

- Forecasting supply and demand to prevent overstocking.
- Ordering all supplies including packaging, stationary, and drinkware.
- Managing stockroom moves and reorganising the layout to accommodate for new season pieces.
- Creating and presenting training briefs to the shop floor staff on best practices for greater efficiency between front & back office.
- Working closely with Head Office management to assist in improving the inventory software by providing feedback regularly.

Personal Achievements Include:

- Achieving the best stocktake results in Northern Europe on two occasions.
- Created a multi-functional spreadsheet concerning items on loan, allowing the shop floor keep track of what has been sold, returned, etc. Same template used for client repairs.
- Only stock controller to visit every store in the UK, either training staff or supporting EOS and stocktakes.

Selfridges Retail Limited, Stock Controller, May 2016 – Aug 2017

Oxford Street, London, W1B

- Operating and occasionally leading stocktakes for all non-concession brands inside the department store three times a week.
- Transferring numerous stock either back to vendor, store-to-store or to warehouses for holding. Supporting the store with stockroom moves to different locations within the store.
- Upgrading various stockrooms around the department store, ensuring that they uphold stockroom standards and are safe to use.

Personal Achievements Include:

- Sustainability Award for recycling in an efficient manner and using alternative materials to reduce the effects on the environment.
- Earning gift cards on two different occasions for working above and beyond what was required.

Ted Baker plc, Stockroom Assistant, July 2009 – May 2016

Regent Street, London, W1B

- Delivering stock to the sales team in an orderly and efficient fashion while maintaining stock levels for items on the shop floor.
- Worked with eight different store managers over a six-and-a-half-year period, and have been able to adapt to their different styles.

Personal Achievements Include:

- Breaking worldwide company record for highest branch sales three years in a row.
- Awarded “Best Stockroom Assistant” each and every year.

JD Sports Fashion plc, Sales Assistant, Nov 2007 – Aug 2008

Wandsworth, London, SW18

- Working as a team to complete tasks in an orderly fashion.
- Giving the best customer service possible on sections I was designated to.
- Keeping the shop floor tidy and in order at the end of every shift.

EDUCATION / QUALIFICATIONS:

Foundation Degree in Graphic Media, UCA Maidstone, Kent, Sept 2009 – June 2011

Foundation Diploma in Illustration, UCA Maidstone, Kent, Sept 2008 – July 2009

BTEC National Diploma in Software Development, Bromley College, Sept 2006 – July 2008

7 GCSEs, Southfields Community College, Wandsworth, London (All taken June 2004)