



Sneha Sara Spencer

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Flat no. 24,
Building no 2098,
Road no. 2938,
East Riffa, Bahrain

SUMMARY

Detailed-oriented and results-driven logistics and supply chain professional experience in inventory control, transportation management, procurement, and warehouse operations. Adapt at optimizing processes, reducing costs, and improving service delivery through data-driven strategies and cross-functional collaboration. Skilled in ERP systems, data analysis, and vendor management.

SKILLS

- Supply Chain coordination
- Data Analysis and reporting
- Conflict resolution
- Goal-oriented
- Demand Planning
- Microsoft Excel
- Microsoft Word
- Inventory control procedures
- Time management
- Task prioritization
- Strategic planning
- POS system operation

EXPERIENCE

Inventory Management, North Bay, Ontario, Canada

Softmoc Oct 2023 to June 2025

- Receive, review and stock incoming merchandise.
- Count and verify inventory levels.
- Assist with stockroom organization.
- Perform inventory audits and cycle counts.
- Conducted inventories on a regular basis to track stock levels.
- Tracked sales performance metrics to identify trends in market marketplace.
- Trained new team members in cash register operation, stock procedures, and customer service.

Procurement Controller

North Bay, Ontario, Canada

Dollar Tree/ Nov 2024 to Feb 2025

- Stocked shelves with merchandise to ensure availability of products for customers.
- Participated in special projects such as creating a new filing system for tracking inventory levels.
- Unloaded and processed incoming stock deliveries, ensuring that all items were accounted for.
- Assisted customers by locating items and loading heavy purchases into vehicles.
- Issued supplies, materials, and products to team members based on information from requisitions.

Document Controller

Manama, Bahrain

GS Engineering and Consultants/ Jan 2022 to Feb 2023

- Performed daily document control activities, such as filing, scanning.

- Implemented effective tracking methods for monitoring changes made to controlled documents.
- Delivered detailed project management control documents for key project oversight.
- Collaborated with department heads to ensure that all documentation meets required standards.
- Tracked progress on projects, ensuring that all relevant documents are received in a timely manner.

Junior Civil Engineer

Haritha Engineering and Consultants, Kerala, India

- Responsible for field activities of the group in relation to civilian building projects
- Handles worksite quality issues, structural integrity and final work approvals.
- Maintained project materials and utilized blueprints, schematics and specifications.
- Supervised the projects through careful organization and direction of construction.
- Monitored concrete batching and placement for structures.

EDUCATION AND TRAINING

Post Graduate Diploma: **Logistics And Supply Chain Management**,
Canadore College of Applied Arts And Technology, 2025, North Bay, ON,
Canada

Post Graduate Diploma: Construction Project Management,
Canadore College of Applied Arts And Technology, 2024
North Bay, ON, Canada

Bachelor of Science: Civil Engineering
St. Thomas Institute For Science And Technology, May 2018,
Trivandrum, Kerala, India

CERTIFICATIONS

Supply chain Planning by University of California,
Irvine

PERSONAL DETAILS

Nationality: Indian
DOB: 10-11-1995

REFERENCES

References available upon request.

