

PROFESSIONAL PROFILE

A dynamic supply chain professional with 5+ years of experience in logistics, supplier relations, and inventory management within the FMCG and building materials sectors. Expertise in inventory control, procurement, warehousing, business planning, and vendor management. Strong in cross-functional collaboration, problem-solving, and driving business growth. Skilled at managing complex tasks under pressure, identifying new opportunities, and delivering exceptional service. Adaptable and results-driven, with the ability to thrive in fast-paced environments and think creatively to achieve business objectives.

EDUCATION & QUALIFICATIONS

Level 8 PG Logistics & Supply Chain Management

Nelson Marlborough Institute of Technology | Nelson, New Zealand | Dec 2018 - Feb 2019

Electives:

- Third-Party Logistics
- Warehouse Management
- Transportation Management
- Procurement & Inventory Management

Bachelor of Mechanical Engineering

CSI Institute of Technology | Tamil Nadu, India | Jun 2012 - Apr 2016

PROFESSIONAL SKILLS

- **Leadership**
- **Ability to Multitask**
- **Vendor Engagement**
- **Supply Chain Analyst**
- **Inventory Management**
- **Focus on Data Integrity**
- **Work Well under Pressure**
- **Supplier Relationship Management**
- **Team Player**
- **Can-Do Attitude**
- **Procurement Analyst**
- **Warehouse Management**
- **Sharp Attention to Detail**
- **Organisational & Prioritising Skills**
- **Analytical & Problem-Solving Skills**
- **Communication & Interpersonal Skills**

CORE COMPETENCIES

- A proactive, highly educated, results-oriented and multi-skilled Inventory Co-ordinator
- Consistently and effectively builds successful rapport and highly effective relationships with client base and essential stakeholders as well as with peers & senior management.
- Extraordinary time management and organisational skills coupled with the seamless ability to juggle multiple demanding responsibilities and effectively work under pressure, with a proven track record in meeting daily deadlines.
- A supply chain professional with a powerful ability to engage and influence across a range of essential stakeholders, accentuated by the ability to embrace complexity and effectively provide clarity of focus on essential priorities.
- Excellent written and verbal communication and presentational skills coupled with seamless ability to adapt to change.
- Strong interpersonal and people management skills with the ability to communicate at all levels within an organisation.
- Commands a comprehensive understanding of supply chain management in both operational and project environments.

EMPLOYMENT HISTORY

INVENTORY COORDINATOR

CARTERS | Auckland, NZ | Oct 2021 – Oct 2024

- Efficiently liaise with suppliers and procurement in order to develop opportunities to reduce cost, increase cash flow and successfully meet agreed targets.
- Tasked with allocating products to the right locations.
- Thoroughly monitor yard stock and product display levels.
- Seamlessly ensure any returned products are promptly returned as per the guidelines.
- Closely collaborate with customers pertaining to deliveries, back orders, and transfers.
- Engage in sorting out product quality issues with the suppliers and 3PL logistics, as needed.
- Constantly engage in making relevant recommendations by correctly identifying the patterns & inventory gaps.
- Effectively organise a wide range of activities in inventory including placing stock orders, checking delivery documentation, receipting and processing incoming stock, barcoding, ensuring accurate pricing, and arranging returns for credit.

Key Achievements:

- Successfully and consistently coordinated various activities with the procurement and dispatch team for the smooth operation of the supply chain.
- Flawlessly and regularly coordinated in cycle counts and stock takes, as required.

WAREHOUSE STOREPERSON

Bidfood | New Zealand | Mar 2020 - Oct 2021

- Professionally assisted with regular stock-takes, as instructed.
- Regularly and precisely dealt with spreadsheet and data maintenance.
- Accurately labelled goods with details of storage locations, as required.
- Conducted inventory controls and consistently kept quality standards high for audits.
- Assisted the inventory manager in annual cycle counts and reconciliations, as needed.
- Picked and packed orders accurately and promptly & effectively maintained the stocks.
- Held responsibility for signing for deliveries and ensured the right amount was delivered.
- Received and efficiently processed warehouse stock products; picked, unloaded, labelled or stored.
- Efficiently operated ERP software (real-time) in order to obtain details of the products and stock details.
- Engaged in management of stock levels and consistently ensured stock rotation was properly maintained.

Key Achievements:

- Effectively communicated and closely cooperated with supervisors and co-workers.
- Strictly followed quality service standards and complied with applicable procedures, rules and regulations.

INVENTORY COORDINATOR

Sails Logistics | India | Oct 2016 - Mar 2018

- Dealt with specification of goods, ID number, and their variation in types.
- Effectively slotted product locations with ranking analysis and demand forecasts.
- Regularly organised the weekly review meetings with different stakeholders, as needed.
- Held responsibility for transparency and accountability of the company's record systems.
- Engaged in proper demand forecasting, vendor lead time analysis and economic order quantity.
- Consistently conducted proper receipting, documentation, and processing of all incoming goods.
- Successfully ensured the right number of products were there at the right time at the right location.
- Synchronised stocks with sales & engaged in tracking and replenishing the inventory level as per the purchase order.

Key Achievements:

- Seamlessly ensured the products were readily available at the right time by using product demand seasonality forecasting, logistics planning and supply chain analysis, as required.
- Successfully achieved economic order quantity with proper demand forecasting and vendor lead time analysis.

More information about employment history available on request.

PERSONAL ATTRIBUTES

- Exceptional organisational, planning, presentational and time management skills.
- Strong leadership qualities with a powerful sense of initiative, flexibility & accountability.
- Customer-focused coupled with excellent problem solving and decision-making abilities.
- Highly analytical and detail oriented with a continuous improvement mindset.
- Communicator and motivator with the ability to influence internal and external stakeholders.
- Committed to the success of the organisation.
- Exemplary work ethic; high degree of professionalism.

COMPUTER SKILLS

MS Word | MS PowerPoint | MS Outlook | Advanced

MS Excel | Advanced

AutoCAD | Proficient

ERP Software - SOLAR | Real-Time | MS Dynamics | Proficient

LANGUAGES

English | Fluent

Malayalam | Fluent

Tamil | Intermediate

REFERENCES

Jared Watts | Inventory Manager | CARTERS | M: +6421 0295 8741

Tyrone Leaupepe | Warehouse Manager | Bidfood | M: +6421 0867 6353

More information about references available on request.