

John Racking

113 High Street
Romsey, hants SO21 7HJ
01203-123410 07892-987695
jerracking@hotmail.com

Highly motivated warehouse manager. co-ordinating 33 engineers and spares on a 24/7 basis to key customers such as Selfridges, Prezzo, Wagamama and Nandos. Excellent organisational skills, has good leadership skills and experience motivating and controlling staff handling fast moving and higher value goods. Financially and commercially aware working with a budget, KPIs and SLAs. Adept problem solver and innovator to get the job done efficiently. Confidently negotiating with suppliers utilising technical product knowledge to achieve reduced cost for both the company and the end user.

Key Skills:

- Identifies inefficiencies and make recommendations for improvements
- Extensive knowledge in import and export procedures including C&E reporting
- Successfully set up and runs distribution network suppliers to support SLAs including the hire of Freight Forwarders and other contract distribution companies
- Product identification and inventory control expertise
- Competent IT skills using M/S Office Word, Excel and Outlook
- Awareness of Health and Safety within the business including being a Fire Marshal.

Career History

Warehouse Manager

ABCD Ltd

2008 to Date

ABCD is a contract maintenance business servicing a wide range of clients. My role as Warehouse Manager includes supervising a team of 7 people to correctly order, purchase and provide parts from suppliers to the engineers for the end customer. My key achievements and responsibilities include:

- Managing a throughput in parts of over £3.2m pa: this generated by over 45k SKUs despatched pa goods in and out reconciling all inventory SKUs and value
- Re-organised the storage layouts to speed up order assembly, put away and retrieval by allocating location based on volume activity. This saved having increase staff of 1 person to meet higher demands
- Re-designed paperwork system to problems in slow invoicing. New system gives a rapid feed into accounts, invoices and cash collection
- Improved paperwork storage system to improve record s and transaction details for VAT and C&E inspection: problems occur with missing codes, missing documents, VAT paid and Vat Unpaid. Introduced new checking process before any goods are signed for receipt and subsequent despatch
- Carried out regular inventory counts and completed reconciliations for approximately 18k SKUs: SKUs have value from as little as £10 up to specialised units at £15k each
- Managed all returns items that need WEEE Regulations and arranged legal disposal with all appropriate certificates
- Recruited, trained and managed a team of warehousemen to achieve all throughput targets in past 3 years
- Produced regular operational reports on service, cost and inventory levels and presented to Directors
- Trained in H&S Safe Working practices including manual handling and COSHH

Deputy Chef**Rumbletums cafe****2006 to 2008**

Rumbletums was a local eatery. My role was to support the main chef in her daily role providing snacks and freshly cooked meals. My achievements were:

- Producing the food to the required standards of nutrient, taste and cost on behalf of the head Chef also, covering main chef during absences
- Ensuring full compliance with Food Safety Regulations in food preparation and storage: checking cleanliness and refrigeration levels on a schedule
- Ordering food and carrying out correct stock rotation
- Catering for children's dietary needs
- Obtaining Food hygiene Certificate

Warehouse Operations**2003 to 2006**

Undertook a variety of warehouse roles through the Adecco agency over three years. My placements included being the warehouse manager in one location and also as the direct warehouse operative in others. My achievements and responsibilities included:

- Rearranging warehouse for new product delivery
- Inspected merchandise was in a suitable condition and available for distribution
- All warehouse activities: receipts, despatch, order assembly and stock movements

Sales Associate/Stockroom Manager Fittout Mens**2002 to 2003**

Fittout was a male clothing store selling suits, jackets, ties, shirts and shoes as well as various accessories. My key achievements and role included:

- Replenishing stock in stockroom and on shop floor.
- Arranging specific merchandise tailoring for customer requirements as well as advising them on cost and turn round time of their items.
- Customer care training and skills

Woolworths Plc**1999 to 2002**

General duties in the store warehouse and retail space, also I was in charge of stockroom on Sundays and leading up to and over the Christmas festivities.

Qualifications and Training

Diploma in Cisco computer networking
ECDL Word and Excel Intermediate 2007
NVQ Level 2 in Mechanical Engineering BCOT
NVQ Level 2 in Warehousing BCOT

Health & safety training including: Manual Handling, Working at heights, Ladders, Fire Marshal and Risk Assessment

Food Safety Act NVQ Level 2
Supported with 5 GCSE passes including English and Maths

Personal

Football, Motor sports, Computers, Music and interest in the history.
Committee member for local Junior School PTA