

Profile

- An experienced, informed and competent logistics professional with over 20 years experience in depot management, stock control, sub contractor development & supervision, customs & ships agency and facilities & building maintenance.
- Trained and qualified in logistics control and multimodal freight management commencing with the Royal Air Force in 1994.
- Skilled in working to strict deadlines, highly organised, motivated and process/results driven.
- Adept in developing and implementing procedures to improve efficiency; able to think outside the box.
- A proven people manager, leading by example in demonstrating high standards of daily work practice.

Key Skills

- Logistics operations
- Health & Safety
- Multimodal logistics
- Staff management and development
- Costing/budgets
- Stock control
- Logistical solutions & contingencies
- Compliance: international & domestic
- Import & export
- Fire Warden + fire regulations compliance
- Corporate targets and deadlines
- Planning & scheduling
- Analysis and feasibility studies
- Audit & change management

Career History

- Roadways Container Logistics**, Southampton **1997 – 2014**
Leading, UK based freight, container and haulage specialists.
- Depot Administrator** **2004 – 2014**
- Promoted from Senior Controller and responsible for the management and smooth running of all aspects of two busy transport depots. The role was an amalgamation of the current and previous position.
 - Prepared weekly payroll, including timesheets, all calculations for circa 150 drivers.
 - Administered all office processes including general office needs, purchase orders and supplier invoices, working to strict deadlines and company objectives and targets.
 - Expedited logistical solutions and contingencies.
 - Implemented change management solutions and feasibility studies.
 - Reviewed service providers and rates.
 - Management and reconciliation of petty cash for the two depots.
 - Managed and developed three administrative staff.
 - Handled all personnel records and disciplinary procedures for office and sub contractor staff.
 - Facilities management, including buildings and property maintenance and housekeeping.
 - Adherence to SLA's and Health & Safety practices.
 - Fire Warden and associated role responsibilities.
- Senior Controller** **2002 – 2004**
- Promoted from Traffic Operator and responsible for all documentation and administration of circa 80 drivers.
 - Ensured compliance with Department of Transport for all drivers and the depot, as well as Health & Safety Regulations.
 - Managed payments to haulage subcontractors following tachograph analysis, agreement of operator timesheets and wages calculations.
- Traffic Operator** **2000 – 2002**
- Promoted from Senior Dispatch Coordinator and responsible for the management and control of a fleet of circa 40 vehicles (both company and subcontracted).
 - Monitored KPI's, % vehicle fill and cost per mill.
 - Scheduled and coordinated haulage consignments.
 - Managed delivery schedules to strict deadlines.

Career History continued...

Senior Dispatch Coordinator

1997 – 2000

P&O GBE Logistics c/o Exxon Mobil Chemical Ltd, Fawley Refinery (treated rubber product)

- Supervised a busy vehicle depot, including fast scheduling and order preparation.
- Ensured vehicles were correctly loaded and dispatched per strict deadlines.
- Managed HM Customs documentation for export goods.
- Deputised for the Contract Manager with daily responsibility for a large warehouse and loading facility.
- Health & Safety compliance.

Vimto Soft Drinks

1996 - 1997

Assistant Stock Controller & Production Planner

- Ensured that production continued uninterrupted by the constant supply of ingredients needed for mixing and manufacture of soft drinks.
- Weekly MPR (material planning requirements) analysis, stock control and scheduling.
- Warehouse management, problem solving and customer service, e.g.: production and delivery schedules.

Killick Martin and Co Ltd

1995 – 1996

Southampton based chartered shipbrokers.

Ships Agent

- Liaison with all Port Authorities from arranging pilots to steer boats to dockside, to arranging and carrying out container loading/offloading.
- Personnel for crews and captains hospitality as required.
- Domestic and international liaison with ships owners regarding status of shipments and vessel movements.

Westinghouse Signals Ltd

1994 – 1995

Part of Railtrack: manufactured railway air braking, signaling, mining and colliery equipment

Stock Controller

- Managed a busy railway construction depot and maintenance of adequate stock levels to allow production and manufacture to set schedules and deadlines.
- Set delivery schedules for delivery of components and stock.

Royal Air Force

1987 – 1994

Supply & Logistics Operator

- Managed the receipt and storage of up to 5,000 single line items, including returns, transfer of loans and exchange of spares, stores and technology equipment, including loading and unloading of vehicles using fork lift and mechanical moving equipment.
- Expedited routine and high priority orders.
- Stock audit/reconciliation, checking deliveries and filing discrepancy reports.
- Dispatching equipment and stock items to global destinations in accordance with ICAO, IMDG and ADR regulations.

Education & Training

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| NVQ Level II Occupational Health & Safety | 2009 |
| Certificate in Professional Competence in National Road Haulage Operations | 2004 |
| Southampton Chamber of Commerce Export Documentation | 1998 |
| Royal Air Force Supplier Trade Training (incl. store keeping and freight distribution) | 1987 |

Additional Information

IT Skills

Proficient in the use of MS Office, including: Word, Excel, PowerPoint and Outlook. Modular stock management & reconciliation software, SAP, TruTac (web based tachograph analysis & compliance reporting), various bespoke applications & programmes and traffic planning/management systems.

Drivers Licence

Full, clean UK driver's licence.

Interests

Taking care of and walking the family dog, reading: fiction and non-fiction, family and a close circle of friends.

References

Available upon request.