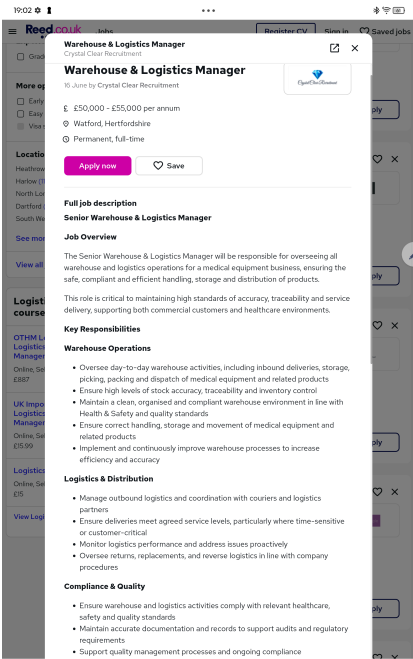


OZMEN KUNTAY

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LCLM 4005 Employability and career Development

Vicky Giannaka



JOB ADVERTISEMENT SUMMARY

Job Title: Warehouse & Logistics Manager | Ref: 57026924 | Source: Reed. Co. Uk | Location: Watford, Hertfordshire | Sector: Medical Equipment / Healthcare Logistics

Key Responsibilities:

- Directing all warehouse and logistics operations for medical equipment supply.
- Stock accuracy, inventory control and cycle-counting management; quality control.
- Leading, motivating, disciplining and directing training to all warehouse staff (receiving, storage, picking and dispatch employees.)
- Effectively and safely operated, implemented warehouse procedures and policies.
- Managing receipt, storage and distribution of goods in logistics warehouse.
- Overseeing transportation coordination, delivery performance and inbound, outbound logistics management with trucks and forklifts; warehouse vehicles operation and maintenance.
- Compiling records of and maintaining files on all warehouse activities.
- Enhancing system and process productivity while supporting loss prevention measures.
- Implementing health and safety standards, security operations and operational policies.
- Measuring with KPIs including picking rates, order accuracy, dock-to-stock time & on-time shipping.
- Budget management (staffing levels, labour costs, operating supplies).
- Working effectively with suppliers and carriers to decrease costs & improve service.

Person Specification:

- 3-5 years' experience in warehouse operations, with at least 1-2 years in a supervisory or management role.
- Strong leadership, decision-making and problem-solving skills.
- Excellent organisational and multitasking abilities.
- Experience with inventory management, cycle counting and stock control methodologies.
- Knowledge of health & safety regulations and warehouse compliance standards.
- Strong interpersonal and communication skills for managing staff and external partners.
- Basic math and computer skills; advanced Excel/data analysis desirable.
- Experience with Lean, Six Sigma or continuous improvement methodologies preferred.
- Full UK driving licence and forklift certification desirable.
- Relevant degree in logistics, business or supply chain management preferred.

CURRICULUM VITAE (CV)

Ozmen Kuntay

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PERSONAL PROFILE

Motivated Warehouse & Logistics Manager with 4+ years of increasing responsibility within dynamic warehousing and distribution environments including healthcare and medical equipment. Proven track record in managing all aspects of warehouse operations from inbound receipt and inventory control through to outbound dispatch and last-mile delivery. Experienced in leading diverse teams, optimising Driven processes and maintaining exceptional stock accuracy while upholding stringent health & safety and compliance standards. Currently pursuing a BA (Hons) Business degree, integrating academic insights with hands-on operational leadership. A data-driven manager with a strong interest in driving continuous improvement and achieving operational excellence in a medical equipment logistics operation in Watford.

KEY SKILLS

Warehouse & Inventory: Oversight of receiving, warehousing, storage, picking, packing and distribution globally. Inventory control, cycle counting, ABC analysis and stock reconciliation. WMS administration barcode/RF scanning. Quality assurance, batch control and expiry date management for medical equipment. Warehouse layout optimization and storage density improvement and pick-path efficiency

Logistics & Transport: Inbound and outbound logistics management, carrier negotiation an SLA enforcement, Delivery performance tracking route optimization and transport scheduling Carrier and transport 3pl relationship management Import/export documentation and customs compliance. Fleet and equipment maintenance oversight

Leadership & Compliance: Leadership, coaching, motivating and disciplining a team of around 15-25 people including warehouse operatives, pickers and drivers. Managing shift schedule, rotas and performance and disciplinary process. Training, coaching, mentoring and motivating staff to improve performance, development and engagement, encouraging a positive and safety-first culture by providing clear standards, SOPs and 1:1 on regular basis. Enforcing the HSE and warehouse safety regulations, including risk assessments and incident investigations, maintaining awareness about COSHH regulations and manual handling skills to the highest standard. In implementing general security practices to minimise any possible loss/theft with accurate record keeping, audit ready documents.

Systems & Analytics: Proficient in Microsoft Excel, with advanced functionality such as pivot tables, VLookUp queries, macros and dashboards. Experienced in tracking and managing Key Performance Indicators, including picking accuracy, inventory accuracy, dock to stock time, on-time delivery time as well as cost per unit labor. Capable of analysing complex sets of data for improvement in operations, as well as root-cause analysis and make a data based decision. Experienced practitioner various Lean (incl. 5S) and Six Sigma tools and techniques being a green belt in Six Sigma project management.

PROFESSIONAL EXPERIENCE

Warehouse & Logistics Manager | Medical Equipment & Healthcare Distribution Company B | Oxford, UK | January 2022 - Present

- Directly manage and oversee all aspects of warehouse and logistics operations for medical equipment distribution centre; manage team of 18 warehouse operatives, pickers and drivers spanning receiving, storage, picking and dispatch functions.
- Achieve and maintain 99.4% inventory accuracy rate through rigorous cycle counting, ABC analysis and WMS driven stock reconciliation for medical products, ensuring full traceability where products need to be traced (which for medical products, they need to be).
- Manager inbound receiving of medical equipment from global suppliers; verifies batch numbers, checks the expiry dates and compliance documentation prior to put-away into the stock system.
- Co-ordinate outbound logistics and negotiate with courier/3 PL partners to deliver 98.5% on-time-in-full (OTIF) delivery to customers (hospitals/clinics/healthcare companies) and manage delivery schedule.
- carry out and manage Health and safety procedures and carry out weekly risk assessments, ensuring zero losses for 16 consecutive months
- Warehouse layout and pick path have improved using Lean 5 S to increase 18% of pick time to increase no. Of daily orders by 250 numbers.
- Equipment management, vehicles and scheduling maintenance and ensure LOER and PUWER Compliances are followed by the forklifts, pallet truck and fleet. Managers
- Daily Key Performance Indicators like Pick rate, Order accuracy, Dock- to-stock, Labour cost, Delivery performance etc are tracked and used to identify deviation and carry out corrective actions.
- Eliminate packaging line bottleneck in a CI project reducing packing error by 35% saving £15000 in costs. Records all processes of warehouse process, regulatory checks, stock movements maintain for audit.
- Maintain comprehensive records of all warehouse activities, stock movements and audit trails to support regulatory inspection and audits.

Senior Warehouse Supervisor / Logistics Coordinator | [Distribution / Logistics Company Name] - [Location, UK] | June 2019 - December 2021

- Daily operations of 45,000 sq ft distribution centre (supporting Warehouse Manager) including receiving, dispatch and reverse logistics.
- Supervised a 12-person crew for receiving, cross-docking, picking and dispatch operations.
- Conduct of WMS transactions using SAP (Receipts, transfers, replenishments,

dispatches). • Coordinate inbound and outbound deliveries; communication with transport providers; problem resolution; maintenance of shipment windows. • Instituted a new programme for daily inventory cycle counting which realised inventory accuracy for 96.2% - 99.1% within sixty months. • Health& Safety duties, including investigation and problem resolution incident reports & the implementation of remedial actions & / recommendations. Training provided to all new starters (manual handling). • Budget management of labour costs and overtime requirements including identifying savings of £12,000 from labour optimization / shift scheduling.

EDUCATION & QUALIFICATIONS

BA (Hons) Business Management | university of Wales trinity St david- [canary wharf] (Currently Studying)

Relevant modules: Operations Management, Business Strategy, Supply Chain Fundamentals, Project Management, Financial Management, Marketing Principles. Developing strong analytical, strategic planning and leadership skills applicable to logistics and warehouse management. Actively applying academic business knowledge to improve warehouse operations, cost control and team performance in current role.

GCSEs (including Mathematics, English and ICT)

Chartered Institute of Logistics & Transport (CILT) - Member | 2021 - Present. IOSH Managing Safely | 2020. Forklift Licence â Counterbalance & Reach Truck (RTITB Accredited) | 2019. Full UK Driving Licence (clean).

TECHNICAL PROFICIENCIES

WMS & ERP: SAP WM/IM, Oracle WMS, Manhattan Associates, advanced Excel, Power BI. Equipment: Counterbalance forklifts, reach trucks, pallet trucks, RF scanners, barcode systems. Standards: HSE regulations, COSHH, LOLER, PUWER, ISO 9001, Lean 5S, Six Sigma Green Belt.

HOBBIES & INTERESTS

Boxing - regular training building discipline, resilience, focus and physical fitness. Swimming - competitive and recreational swimming improving endurance and mental clarity. Gym - committed to strength training and maintaining peak physical condition. Walking - long-distance walking and exploring new areas, promoting mental wellbeing and problem-solving reflection. Sightseeing - visiting historical landmarks, museums and cultural sites across the UK and abroad. Travelling - experiencing diverse cultures, logistics networks and supply chain operations in different countries, broadening global business perspective.

REFERENCES

Available upon request.

COVER LETTER

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Hiring Manager | Watford, Hertfordshire

RE: Application for Warehouse & Logistics Manager (Ref: 57026924)

Dear Hiring Manager,

I am writing in response to your advertisement for the role of Warehouse & Logistics Manager on Reed. Co. UK (Reference: 57026924). With over four years of experience managing warehouse and logistics operations, (including exposure to the medical equipment and healthcare distribution sector) I am confident that my operational expertise, leadership skills and compliance focus align with your requirements. I am currently studying BA (Hons) Business, further enhancing my strategic planning, financial management and operational analysis skills, allowing me to bring invaluable insight and knowledge to your team.

You need a manager who can oversee the entire spectrum of warehouse and logistics operations, ranging from the inbound receipt and control of inventory to the outbound dispatch and transportation of goods to consumers. I am currently the Warehouse & Logistics Manager of a medical equipment distribution centre and own the exact functions you need by leading a team of 18 receiving, storage, picking and dispatch operatives. I oversee the control, dispatch and delivery of thousands of lines of stock. To achieve 99.4% stock accuracy and 100% stock traceability and expiry date, I initiated and implemented cycle counting procedures and WMS control, working closely with the Supply Chain and IT team. I co-ordinate and dispatch several hundred orders per day to consumer sites and hospitals in the UK & ROI; despite the challenges posed by these deliveries I maintain a 98.4% success rate by closely managing the courier relationships, carriers to ensure customer expectations are exceeded by coordinating carrier bookings, managing couriers and resolving delivery disputes to ensure customer expectations are exceeded and exceeded every day.

Inventory management & stock control are keys to this role. WMS / inventory management skills (SAP, Oracle WMS and Manhattan Associates) are crucial and used on a daily basis (receipt of goods, transfers, pick confirmations & dispatch bookings, ensuring accuracy at all points in time & complete traceability). Moreover I use ABC cycle counting and ran various Lean 5S projects (reduces pick time by 18% & increases average dispatch up by 250 orders a day - improves productivity & customer service. Being able to successfully interpret daily reports into useful actionable is, too, important to ensure efficiency and cost control. My current Business studies is a source for upskilling & keeps me abreast of issues such as cost control, improving efficiency etc. That can relate to my role i.e. to manage more efficiently the warehouse, the budget etc. I hold a degree in engineering.

You need a leader who has experience of adhering to standards and health & safety procedures, implements policy, monitors performance and keeps records to a level that they withstand any inspection. I am dedicated to safety, carrying out a random risk assessment most weeks, providing training on manual handling and maintaining an accident-free record for sixteen months. I am familiar with COSHH, LOLER and PUWER, have a working knowledge of HSE regulations and ensure all equipment and MHE is regularly maintained and safely in use. Finally, I maintain records and an audit trail of stock, warehouse activities, stock movements and policies ready for random safety compliance checks or inspections internally from the companies, who regularly demand a number related to the above factors, in addition to this on average, once every half year period there happens a full health & safety audit by external people.

Away from technical capability, I can provide the leadership/inter-personnel skills required to motivate, organise and discipline a large warehouse team. I lead by example providing clear direction, regular performance coaching and fair disciplinary procedure when required. I am experienced in shift scheduling, rotas and labour cost management - I have managed to pinpoint savings areas of excess £12,000 annually simply due to improving areas such as shift planning, overtime control etc. I am confident in making tough decisions and take full accountability for them- I am committed to creating a positive team environment. Outside of working hours, training boxing, swimming and going to the gym have led me to become more disciplined, resilient and mentally focused - this is reflected in my attitude to leadership within work.

I especially look forward to using my healthcare logistics experience, WMS skills and continuous improvement mindset in medical equipment organisation in Watford to reach operational excellence. I also look forward to challenge of overseeing whole warehouse and logistics functions i.e. from the receipt of raw material to the distribution of finished product. Sightseeing and travelling has allowed me to gain exposure to global supply chains and practices, this also adds valuable contribution towards my logistics management approach.

Thank you for consideration. I am excited to learn further about how my background in warehouse manager, team leader, compliance related to medical equipment, logistics coordinator can be of value at your operation. I would be available for an interview at you earliest convenience.