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# Paul Jones

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Address Line 1

Address Line 2

Hampshire

Post Code

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## OPERATIONAL MANAGEMENT (RETAIL AND LOGISTICS)

♦ Logistics and Distribution - Supply Chain Management - Material Management ♦

An achievement oriented Retail, Logistics and Distribution Manager possessing a wealth of operational and general management experience. Proven track record of meeting critical timelines, managing international logistics, import and export, and supply chain operations, (road and rail, sea and air). Establishing new and making efficient existing systems, maximizing resources and promoting change with a superior commercial approach to problem solving.

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### AREAS OF EXPERTISE

- Strategic Planning
- Material Management
- Change Management
- Stores / inventory optimization
- Cost reductions
- Trouble shooting / problem
- Operational Management
- Transport Management
- Team training / leadership
- Purchasing / negotiations
- Sub-contract co-ordinations
- Health and Safety
- Logistics / distribution
- Import and export
- Warehousing
- Budgeting
- HR issues
- Quality Assurance

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### PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

#### OPERATIONS MANAGER

Aug 99 - Apr 08

*Write Company A Here*

Responsible for all aspects of our freight requirements, FCL/LCL imports/exports, (sea & air), national FCL/LCL movements, local stock distribution and warehousing.

Warehouse and distribution, servicing 12 metropolitan stores and the Expo division with an annual stock turnover of over 450,000 items, and annual turnover of \$20 million.

Material management, including comprehensive stock analysis, management of computer inventory system and overseeing stock takes.

- Maximized the company's potential for growth, profitability and efficiency by developing the position of Operations Manager to one that encompassed all facets of the supply chain and logistic management, with emphasis on strategic planning through all departments.
- Compiled a comprehensive budget and in-depth stock analysis that influenced the buying strategy and optimized inventory.
- Dramatically reduced costs whilst increasing operational effectiveness within freight operations.
- Wrote Operational Procedures that reduced stock take errors from 21% to around 1%.
- Made improvements and expanded capabilities to the in-house computer system.

*\* Gouger Rugs is the largest importer of rugs in Australia importing/exporting over 100 containers annually, and employing 85 personnel. They currently have nine stores and an Export division that travels nationally and internationally and maintains stock levels of approximately 50 to 60 containers. Gouger Rugs is a fast paced working environment consistently working to critical timelines.*

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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

### STEWARD

1996 - 1999

Write Company B Here

- Varied responsibilities: customer service, audiovisual technician, to custodial duties of the buildings.
- Improved efficiencies after introducing new computer booking and administrative systems.
- Wrote and emergency evacuation plan. Chaired the Emergency Planning Committee.
- Provided the best possible service to clients.

### ACCOUNT MANAGER / STOREMAN / DRIVER (CPL)

1983 - 1994

Write Company C Here

- Experience gained in “Domestic” “Field Force” and “Terminal Operations”.
- Held positions as Storeman, Ledger Clerk and Account Manager.
- Developed field storage systems that increased the operational readiness and set the standard to be achieved as decreed by Brigade Commander.
- President of the Mess Committee.
- Unit Purchasing Officer.
- Establish a new, specialized unit to undertake operations in Iraq.

## PROFESSIONAL DEVELOPMENT

<b>Certificate</b>	Material Management	1984
<b>Supply Specialist</b>	Army (Technical and General Stores)	1984
Training courses:	Driving. (Army-1984). Non-Public Monies Accounting (1992). Certificate in Commercial Music Industry (1995). Fire Safety Course (1998).	

## PERSONAL

*Interests & Pastimes:* Music, woodwork/metalwork, reading and travel.  
*Born:* 1969.  
*Mobility:* Full clean driving license, HGV3.

*References available on request.*