



## PERSONAL STATMENT

An imaginative and ambitious professional who has a proven ability to think independently and handle multiple projects successfully through to completion. Cliff has a long track record of putting together proactive teams who can ensure that business targets are always met cost-effectively. He possesses the leadership skills, passion, integrity and drive required to make things happen. On top of this he has the gravitas and charisma needed to quickly win the respect, and trust of a workforce. Right now he is looking for a suitable managerial position with a company that will allow him to develop his career, and give him the opportunities needed to unlock his full potential.

## AREAS OF EXPERTISE

### LOGISTICS

- Ability to understand complex service delivery issues.
- Comprehensive understanding of the complex systems of inventories, delivery times, costs and personnel management.
- In-depth knowledge of the relevant Health & Safety laws relating to working in a environment where heavy goods are being moved and stored.
- Vast experience of managing 3rd party logistics providers.
- Ensuring the timely delivery of customer deliveries and orders.
- Liaising effectively with suppliers, retailers and consumers.
- Financial understanding of budgets, cost control and financial levers.
- Able to quickly understand a company's operational systems and provide input for the development of future systems.
- Writing up accurate reports for senior managers on any losses and gains.

### PERSONAL

- Ability to think on feet and make the right decisions under pressure.
- Willing to be responsible and accountable for any success or failure.
- Highly IT literate with excellent knowledge of continuous improvement processes and lean techniques.
- Encouraging others to question the way things are done.

## CAREER HISTORY

### *Distribution Company - Coventry*

LOGISTICS MANAGER April 2009 – Present

Responsible for organising the dispatch and delivery of goods, and for staying in touch with other managers in the supply chain process to ensure the management and delivery of stock runs efficiently, and is well co-ordinated.

#### *Duties:*

- Establishing and implementing logistics procedures in line with organisational requirements.
- Controlling transportation and distribution costs.
- Planning the quickest and least costly transport routes.
- Maximising truck fills.
- Ensuring that all contractual obligations are fully understood by the logistics team.
- Preparing paperwork for regulatory bodies and audits.
- Negotiate transportation rates and services with couriers.
- Keeping up to date all relevant documentation, vehicle logbooks, fuel consumption records & servicing protocols.
- Managing administrative staff, Security Guards, Van Drivers and other Logistics staff.
- Accurately calculating the costs of any transportation.
- Working closely with package engineers to ensure the protection of all freight during transportation.

### *Manufacturer - Coventry*

ASSISTANT LOGISTICS MANAGER June 2008 – April 2009

## ACADEMIC QUALIFICATIONS

Birmingham North College	2005 - 2008	Business Distribution
Birmingham South School	2003 - 2005	A Levels: Maths (B) English (A) Physic (C) Geography (A)

**REFERENCES** – Available on request