

# JUNAIDE ARENDSE



## CONTACT

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## SUMMARY

I am a hardworking and reliable person who works well under pressure. I am confident, well-spoken and will always conduct myself in a professional manner in any given situation. I can use my initiative when needed and prioritize any workload if necessary. I'm able to work independently but also enjoy working as part of a team. Self-development and growth have always been a part of my values. I always use a creative approach to problem solving.

## SKILLS

- Problem Solving
- Customer Service
- Communication
- Time management
- Leadership
- Organisation
- Quick Learner
- Analysis

## ACHIEVEMENTS

- Reduced inventory shrinkage by 80% through implementation of improved storage practices
- Implemented streamlined procurement procedures resulting in cost savings
- Led a team of up to 15 staff members, achieving a 70% increase in productivity through targeted training initiatives
- Utilized WMS to improve order accuracy and reduce fulfillment times

## EDUCATION

- National Senior Certificate (Grade 12)
- TEFL Certificate
- **Alison** - Diploma in Operations and Supply Management
- **Alison** - Diploma in Warehouse Management
- **Alison** - Basics of eCommerce

## COMPUTER LITERACY

- MS Word, Excel
- Google Suite
- Salesforce
- Vend
- Powerpoint
- Adobe
- Canva
- Dropbox

## WORKING EXPERIENCE

### **NEW ERA AGENCY | 2020 - PRESENT** WAREHOUSE SUPERVISOR

- Responsible for overseeing all inventory activities within the warehouse, including maintaining accurate stock levels, organizing inventory, and ensuring efficient storage practices
- Create purchase orders and processing invoices
- Manage the picking, packing, and dispatching of stock orders within a fast-moving consumer goods (FMCG) environment
- Reconciling accounts and conducting audits
- Communicate with suppliers and stakeholders to ensure smooth operations and maintain business relationships

### **FOREVER 21 | 2019 - 2020** STORE SUPERVISOR

- Analysis of sales data, identifying trends, and communicating this information to the buyers to make informed purchasing decisions
- Inventory management and quality control
- Staff supervision, scheduling and training
- Conducting daily inventory counts, stock takes and maintaining health and safety standards
- Responsible for opening and closing the store, ensuring that all store operations procedures are managed effectively at the beginning and end of each day

### **COTTON ON | 2015 - 2019** STORE SUPERVISOR/INSTORE MERCHANDISER

- Staff supervision, scheduling and training
- Rotating and cycling products to ensure that inventory is always up to date
- Conducting stock counts and ensuring audit compliance
- Maintain health and safety protocols
- Ensuring all operational procedures are managed effectively