

Highly skilled and results-driven Planning Manager with extensive experience in supply chain and FMCG industries. Sixteen years' experience supplying prime contractors, including the United Nations and British Forces, on a global scale within the areas of supply chain, planning, logistics, and operations. Proven track record in inventory management, stock levels, cash flow, forecasting, customs procedures, and operational food delivery. Skilled in developing comprehensive warehouse and planning modules using MS Office, driving efficiency and automation. Strong expertise in procurement, short- and long-term planning, and building strategic relationships with suppliers and customers. Demonstrated success in achieving exceptional end-of-year results, meeting targets, and reducing stock levels to optimise inventory management.

Key skills:

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|---------------------------|---------------------------|-----------------------------|----------------------|
| – Production planning | – Inventory control | – Lean manufacturing | – ERP systems |
| – Supply chain management | – Order fulfilment | – Process optimisation | – Quality management |
| – Cost reduction | – Relationship management | – Procurement / Forecasting | – BOM management |
| – Organisation | – Data analysis | | |

Professional Experience

Vestey Foods UK Ltd, Petersfield, UK**Operational Ration Pack Planning Manager****October 2021 to April 2024**

- Oversee the fulfilment and supply of military grade ration packs to the British Ministry of Defence / United Nations and NATO, ensuring timely delivery and adherence to quality standards.
- Developed a comprehensive warehouse and planning module on MS Office to complement the company's ERP and inventory system. The module operates with complex formulas and is fully automated, enhancing warehouse and inventory management efficiency. Greatly enhancing the ability to plan production, budget, forecast and track all inbound and outbound ordering.
- Manage inventory procurement, master production BOMS and adherence to company budget and targets, oversee onsite production operations and align production schedules with customer demands to meet client expectations.
- Serve as the primary point of contact for suppliers and customers, building and maintaining strong relationships and responsible for short and long-term planning, implementing effective forecasting and strategy analysis to drive operational efficiency and cost savings.
- Consistently achieved exceptional end-of-year results, meeting targets for stock position and customer order fulfilment while significantly reducing stock to only 0.5% of total spend, showcasing outstanding inventory management and cost control abilities.

Logistics / Operational Ration Pack Planner**May 2017 to October 2021**

- Monitored and anticipated customers' expectations and demand, ensuring timely delivery of operational ration packs.
- Effectively managed and balanced foodservice inventory across multiple locations within the UK and overseas, optimising stock holding and minimising costs.
- Managed production plans for raw materials and ingredients from European suppliers, coordinating procurement to meet demand.
- Conducted system interrogations to analyse costings, margins, and identify any anomalies, enabling data-driven decision-making.
- Developed and automated new Management Information reports to display stock percentages by origin and location, enhancing visibility and facilitating informed inventory management.

Sales Administration Manager**April 2016 to May 2017**

- Solely managed an extensive core range of over 1000 products, ensuring accurate inventory management and availability for sales team.
- Established and maintained comprehensive Duty-Free documentation and records in compliance with HMR&C regulations, spanning 5 years.
- Served as the primary point of contact for HMR&C officers, facilitating smooth communication and addressing any inquiries or compliance-related matters.
- Successfully completed Intrastat reports to declare intra-EU purchases and sales, ensuring compliance with regulatory requirements.
- Organised export documentation, including certificates of origin through the Chamber of Commerce, health certificates

via Local Authorities, and veterinary certificates through DEFRA, ensuring seamless international trade operations.

Commercial Assistant Remote & Government Services

March 2012 to November 2014

- Performed contract-based profit and loss (P/L) and margin analysis, evaluating financial performance to inform decision-making and strategy.
- Managed accounts using the warehouse management system, monitoring accruals and forecasts for individual products and accounts, ensuring accurate financial tracking and reporting.
- Generated shipping and financial records, monthly account statements, customer invoices, shipping documents, and supporting documents, facilitating seamless funds receipt and contributing to approximately £20m in sales.
- Handled customer service duties, addressing payment inquiries, quality issues, credit matters, documentation requirements, and stock availability, ensuring customer satisfaction.
- Provided support to the buying and management team, generating reports on sales performance, collaborating with the accounts department to reconcile supplier invoices against container shipments, and ensuring all costs were properly attributed and budgeted for to achieve accurate profit and loss (P&L) statements.

4 Corners General Trading, Dubai, UAE

Remote & Government Services Operations Executive

November 2014 to April 2016

- Held full responsibility for every stage of the supply chain, from initial enquiry to global stock dispatch, ensuring smooth operations and customer satisfaction.
- Organised shipping and distribution, export documentation and warehousing activities to facilitate timely delivery and compliance with regulations.
- Raised accurate manual and system-based invoices, ensuring correct pricing and margins to maintain financial integrity.
- Assumed full P&L responsibility and managed cash flow, monitoring incoming and outgoing funds, providing insights and recommendations to the Financial Director and implementing strategies to optimise profitability and mitigate risks.
- Conducted business development activities, identifying and pursuing growth opportunities to expand the company's client base.

Earlier Career Highlights: Export and Shipping Management role overseeing export operations to British Forces deployed overseas, customer and supplier relationship management, procurement, and Customs procedures and documentation.

Education and Additional Skills

10 GCSEs – Mayfield Secondary School, UK

Technical Skills Microsoft Office, Warehouse ERP