



# RUPINDER SINGH SETHI

## PROFILE

- Dedicated and accomplished professional with 4 years in operations and supply chain management, specializing in project management and strategic initiatives.
- Proven track record in contract management, negotiation, and purchasing, adept at optimizing procurement processes to drive cost efficiencies.
- Goal-oriented & adaptable, with a strategic mindset to drive business outcomes in the competitive landscape of operations & supply chain management.

## CONTACT

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## CERTIFICATIONS & TRAINING

- **Digital Marketing** from Alison, 2024 .
- **Efficient Warehousing: Mastering Stock Control & Supply Chain Dynamics** from Alison, 2024 .
- **Certified International Supply Chain Manager** from Blue Ocean Academy Dubai, 2019.  
(Certified by International Purchasing and Supply Chain Management Institute USA)
- **Certified International Supply Chain Professional** from Blue Ocean Academy Dubai, 2018 .  
(Certified by International Purchasing and Supply Chain Management Institute USA)

## EDUCATION

**University of West London, Ealing, UK.**

2020 – 2022

**MSc In Applied Project Management- Merit**

Relevant modules: Project Finance and Marketing, Principles of Project Management, Team Dynamics & Leadership, Research Methods, Strategic Portfolio Management, Managing Innovation & Change.

**Heriot-Watt University, Dubai, UAE.**

2013 – 2016

**Bachelor's in Business Administration**

Relevant modules: Operations Management, Organizational Behaviour, Marketing Communications, Project Management, Corporate Finance Theory

## WORK EXPERIENCE

**John Lewis & Partners PLC - Operations Partner Oxfordshire, UK**

2023–2024

- Daily operations of inventory using First In- First Out (FIFO) method
- Cut stock discrepancies by 4% with regularly generated audit reports
- Reduced the need for financial adjustments of damaged, missing, obsolete stock by 38%.
- Improved bed linen sales by 20% as part of seasonal reset team.

**TopTex Trading LLC – Marketing Specialist Dubai, UAE**

2019–2020

- Oversaw warehouse logistics for inventory import-export in collaboration with the warehouse team.
- 11% improvement in client interaction by maintaining sample pamphlets of various materials and textile combinations.
- Recorded and managed 100% of portfolio using Tally ERP.9 software

**Digibyte Computers Trading LLC – Sales Executive Dubai, UAE**

2017

- Participated in B2B sales operations.
- Arranged sales visits and projected future demand, employing Just-In-Time inventory management strategies.
- Managed financial records for 30% clients and suppliers using Tally ERP.9 software.

**Sunstrike International Limited - Management Intern Dubai, UAE**

2016

- Conducted market research by developing questionnaires and overseeing interviews with numerous mobile suppliers and local retailers.
- Presented a comprehensive report on emerging and popular brands in the market.
- Reported 65% interest in android OS.