



MUHAMMAD GONEY

Administrator

 Barking, United Kingdom

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Results driven professional with 8+ years of experience in stock control, operational improvements and inventory management. Works collaboratively with warehouse teams to boost motivation and morale, for improved productivity and performance.



Skills and Achievements

- **Project management** – Restored years of stock management issues and historical discrepancies in 5 weeks. Cut annual stocktake time by over 75%
- **Consistency** – Completed over 120,000 orders being despatched to clients worldwide
- **Focused** – Winner of Super Team Competition – Fastest French fries operator in West London 2009
- **Resilient** – Climbed Mount Snowdon through heavy rain and hail stones in 7 hours
 - Sage line 200 experience to manage stock movements in warehouse
 - Proficient in Microsoft Word/PowerPoint



Work History

2014 - Present

- **INVENTORY CONTROL ADMINISTRATOR**
MEDSUPPLY INTERNATIONAL, (formerly L.E. West Ltd), Barking Essex
Nov 2020 – Jun 2022
 - Ascertained root cause of discrepancies with stock
 - Over 65% of medical goods and devices was located in 2021, valued in excess of £150,000
 - Implemented improvements to existing processes. Project managed warehouses to be consolidated into product groups, leading to reduced picking times and efficiency in put away
 - Overall stock accuracy of 97.5% between Sage 200 and physical inventory
 - Individual strengths of members was utilised when delegating tasks. This contribution led to significant increases in productivity and task engagement
 - Monthly removal and incineration of expired medicines for better stock holding
 - Amended write-off costs and stock additions accordingly, for least financial impact to month end
- **OPERATIONS ADMINISTRATOR**
L.E. WEST LTD, Barking Essex
Sep 2014 – Nov 2020
 - Finalised orders ready for shipping
 - Chasing purchasing teams for lead times regarding shortages and sales teams to reduce outstanding lines

09/2011 – 08/2014

- Ensured stock was located prior to promise dates or expedited for next day delivery
- Effectively communicated across various functions in order for stock to be booked, picked, checked, and packed on time
- Cross checked allocations were free from human error, to prevent customer complaints. Achieved less than 3 quarterly, considering complexity and volume
- Delivered £2M project of medical supplies successfully to Kara Sea, given short turnaround time

SALES ADVISOR

PRIMARK, Westfield Stratford

- Greeted customers with smile and provided friendly service to professionally handle every need
- Managed over 150 customer enquiries per day
- Listened to customer details and offered matching solutions to meet wide range of requirements
- Maintained excellent housekeeping standards at all times, and prevented tripping hazards
- Assisted with visual merchandising changes to promote seasonal lines
- Increased overall sales in Women's accessories by 24%
- Cash handling large sums confidently
- Served one business woman buying shoes in cash worth £3,800

05/2007 – 09/2011

CREW TRAINER

MCDONALD'S, Oxford Street London

- Delivered in-depth training to workers in food preparation and customer facing roles to promote strong team performance
- Supported multiple workstations during busy hours to ensure continuous smooth running of service
- Applied knowledge of previous supply needs and forecasted business levels to estimate required supplies
- Created and deployed successful strategies to boost restaurant performance, streamline food prep processes and reduce waste
- Turnover of £33,000 on boxing day, becoming highest grossing restaurant among all franchises



Education

09/2009 – 07/2012

Bachelor's Degree: BA (Hons) Business Management with Marketing

University of Greenwich - London

Awarded: 2:1

09/2008 – 07/2009

Higher National Diploma: Business Administration

Bexley College - Kent

Passed all units

09/2000 – 07/2005

GCSE

Stepney Green Maths, Computing And Science College - East London

Maths, English and ICT (Passed)