


GREGORY G. GRATIAN

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PROFESSIONAL SUMMARY

Experienced Warehouse Specialist with over two years of proven expertise in effectively managing a diverse inventory of over 357 products from four different manufacturers. Proficient in utilizing advanced Excel skills to analyze and track stock movement, generate accurate reports, ensuring accurate inventory management and timely replenishment. Proficient in preparing invoices and tracking customer receipts using Sage Accounting, supervising delivery operations, and providing exceptional customer service to a network of over 200 clients nationwide with a proven track record of ensuring on-time and accurate fulfillment of customer orders while maintaining efficient warehouse operations.

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

Stock Controller | Canary Industrials Limited | Dar es salaam

January, 2022 – Present.

- **Significant Reduction in Stock Discrepancies:** Spearheaded initiatives resulting in a remarkable 91% reduction in stock discrepancies over a span of two years. Implemented rigorous inventory control measures and conducted regular audits to identify and rectify discrepancies, ensuring optimal accuracy in stock records.
- **Standardizing Warehouse Procedures:** Implemented a novel procedure for dispatching goods in the warehouse, leading to the 100% elimination of credit notes and accurate fulfillment of customer orders. By introducing a meticulous dispatching process and enhancing communication between warehouse and sales team, mitigated errors and minimized instances of goods being dispatched incorrectly, resulting in improved efficiency and cost savings.
- **Revolutionizing Stock Control Systems:** Pioneered the implementation of a new stock control system utilizing Excel and Sage accounting, effectively optimizing inventory management processes. Developed customized Excel templates and reports to track stock levels, monitor inventory movements, and generate actionable insights. This innovative approach enhanced visibility and control over inventory, leading to improved decision-making and streamlined operations.
- **Substantial reduction of stock wastage:** Improved efficiency in receiving and dispatching processes through a customized Excel spreadsheet, enabling visual display of product locations and quantities in BIN locations, while prioritizing near-expiration products to minimize stock wastage.
- **Demonstrated strong problem-solving skills:** by implementing innovative solutions, such as leveraging Excel to simplify tasks and streamline processes, resulting in significant reduction of time wastage.

RESPONSIBILITIES AND DUTIES

- Ensuring the proper execution of daily plans and operations within the warehouse.
- Supervising the receiving, storage, and dispatching of goods to maintain efficient inventory management.
- Conducting regular stock checks and audits to maintain accurate inventory records.
- Implementing and enforcing safety procedures and protocols to create a secure working environment.
- Optimizing warehouse layout and organization to maximize storage space and efficiency.
- Managing and maintaining warehouse equipment, ensuring proper functioning and safety standards.
- Providing excellent customer service by ensuring orders are processed accurately and delivered on time.
- Training and supervising warehouse staff to enhance productivity and performance.
- Resolving any issues or discrepancies related to inventory, orders, or warehouse operations promptly and effectively.

- Updating customer receipts, supplier invoices, and preparing customer quotations and statements using Sage Accounting, and sending them via Outlook or WhatsApp.
- Monitoring current stock levels to decide if more should be ordered, as well as organizing existing inventory, for easy and safe accessibility.
- Updating Excel sheets daily with information on goods dispatched, received, and payments collected.
- Attending meetings with customers to understand their yearly plans and vision and finding ways to assist them in achieving their goals.
- Preparing and updating daily reports on payment collections for manager's awareness and providing daily reports for the sales team to track progress towards monthly targets.
- Generating yearly reports on customer sales to visualize the quantity of goods supplied to each customer and assess market performance using Excel.

EDUCATION & CERTIFICATIONS

- Registered Graduate Procurement and Supplies Professional | January 2024
- University of Dodoma | Bachelor of commerce in Procurement and logistics management | December 2021

SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Sage Accounting

PROFESSIONAL DEVELOPMENT

- Microsoft Excell | Mindluster | March 2024