



Damian Lubanski

Specialized luxury stock controller

📍 London, UK

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Languages

English

About

I am a hardworking, decisive and resourceful individual with the ability to get the best out of my team and anyone I work with. I believe in leading from the front and that anyone in a higher position should be seen to get stuck in and understand the job at its core. I was employed as a Warehouse Pick Team Leader for the fast-growing gift/fashion retailer Oliver Bonas. I was responsible for a team of up to 40 during peak business (August-December) preparing store replenishments where we had an average 99.8% picking accuracy. I was a capable supervisor that thrives in a busy environment. At this moment I work in retail industry as a stock coordinator looking after all back-of-house operations. I am also a certified Fire Marshal and First Aider; I am open to any training that might be provided.

BRANDS WORKED WITH

Ann Summers Warehouse

Autocue

Bravado Warehouse

Callaway Warehouse

Creative Distribution

Fendi Harrods

Firebox.com

Oliver Bonas

Peppermint Designer Kids

Rochester Big&tall

Superdrug Warehouse

Experience

● Stock Controller

Fendi Harrods | Jan 2020 - Now

- Handling high value and luxury stock pieces. Supporting other departments.
- Inbound and outbound processing. Arranging returns to HQ.
- Overseeing storage of products, organising back of house areas.
- Making sure all Harrods practices are met.
- Quality control of all products.
- Arranging specialized couriers for high value transfers.
- Contacting local stores regarding availability of products.
- Arranging work areas to meet Fendi standards – Top Store.
- Using WhatsApp on daily basis to communicate about all operations/issues.
- Knowledge of RPRO system, inventory management.

● Stock Coordinator

Rochester Big&tall | Dec 2017 - Sep 2019

- All back-of-house operations and procedures: receiving goods from HQ and manufacturers, creating paperwork according to store's standards, booking in.
- Quality control: making sure all goods have tags/creating new ones if necessary, fixing discrepancies, monitoring quality of arriving goods and reporting to management team about any problems.
- Organizing stock room in way which would help sales team finding items in timely manner and making sure goods are easily visible. Providing help for sales team when necessary, keeping stock for specific customers.
- Shipping orders to customers, booking pick up via Royal Mail, making sure all orders are completed and sent same day.
- Helping sales team with replenishment and flow of the stock from stock room to sale floor.
- Liaising with management team all information regarding stock, problems with deliveries (delayed deliveries, missing PO's etc.)
- Scanning all dispatch documents, sending invoices to HQ, organizing all paperwork related to receiving/deliveries and keep it up to date.

● Picker/Stock Controller/Team Leader

Oliver Bonas | Oct 2015 - Dec 2017

Originally employed as temporary picker/packer but made my way through different departments, learning everything I could about the operation. I was promoted to Picking Team Leader. I helped to raise the

standards and rates dramatically. My duties include:

- Organising the day's store replenishments. Enforcement of warehouse rules and procedures. Knowledge of warehouse management systems to solve any problems that arise.
- Reporting on KPI's and producing delivery notes via Excel. Communication with 3rd party couriers and in-house delivery team.
- People management (rotas, return to work, grievances, etc.), communicating between management, stores and my staff to ensure that everything that is needed arrives on time and accurately, interviewing and performance management.
- Project coordinator: introducing new scanners, reporting about overall performance of devices on daily basis.
- Inter transfers of goods between stores, or stores and HQ. Coordinating shipments of non goods items with other departments: visual merchandising, HR etc.

- **Warehouse Operative**

Peppermint Designer Kids | Jul 2015 - Oct 2015

- Mail order, dispatching goods to customers and stores, booking goods in, Amazon orders fulfilling, contacting stores and sales team, returns. Replenishing stock, labelling.
- Knowledge of Bleep and Magento systems.

- **Warehouse Assistant**

Creative Distribution | Mar 2015 - Jun 2015

- All warehouse duties, mainly Soccer Starz orders.



- **Warehouse Manager**

Autocue | May 2012 - Dec 2014

- Duties: supervising the Warehouse Team, preparing goods to ship to destination.
- Receiving and inspecting goods, assembling goods into finished products.
- Discussing and planning with Sales about incoming orders, availability and deadlines for orders.
- Liaising with Stock Manager about availability of parts and planned deliveries.
- Stock take.



- **Production engineer**

Autocue | May 2010 - May 2012

- Duties: assembling, packing and dispatching goods. All warehouse duties.

- **Dispatcher**

Callaway Warehouse | Mar 2010 - May 2010

- Duties: dispatching and packing goods.



- **Warehouse operative**

Firebox.com | Sep 2009 - Feb 2010

- Duties: dispatching goods, goods in/out, replenishing stock, labelling, picking, scanning, packing

- **Warehouse operative**

Ann Summers Warehouse | May 2009 - Sep 2009

- Duties: picking, packing, dispatching goods.



- **Warehouse operative**

Firebox.com | Oct 2008 - Feb 2009

- Main roles: scanner, replenisher, goods in area duties.

- **Warehouse operative**

Bravado Warehouse | Apr 2008 - Oct 2008



- All warehouse duties.

- **Warehouse**

Firebox.com | Oct 2007 - Feb 2008

- Main duties: picking and packing

- **Warehouse operative**

Superdrug Warehouse | Jul 2006 - Sep 2007

- Main roles: picker, Boardman, bay clerk, loader.