

# Anthony Brown

## Logistics Manager

### AREAS OF EXPERTISE

*Logistic operations*

*Regulatory compliance*

*Budget setting &  
forecasting*

*Logistics outsourcing*

*Safety procedures*

*Organising shipments*

*Transportation management*

*Fleet management*

*Tracking stock*

*Corporate strategies*

*Equal opportunities*

*Supply chain development*

*Warehouse management*

*Legal compliance issues*

*International logistics*

### CAREER STATEMENT

*"I feel that my greatest strengths are firstly my desire to engage positively in all aspects of distribution planning. Secondly my ability to deliver operational solutions to complex logistical problems. Thirdly my strong commitment to maintaining quality, contributing to improvements and supplying an outstanding service to every customer."*

Anthony Brown

### PERSONAL SUMMARY

An educated, informed and competent Logistics Manager who has a long track record of delivering the right products, in the right quantities, to the right location and at the right time. Anthony is organised, process driven, and has the ability to develop efficient logistics procedures. In his long career he has had extensive exposure to first tier logistics and manufacturing supply chain management. He is pro-active and able to keep numerous plates spinning without losing focus on the customer's requirements. As a proven leader he is able to quickly establish clear expectations from junior staff, and he does this by demonstrating high standards of work practices and having a safety conscious attitude. He always encourages colleagues to work cross functionally, and not stop at the boundaries of their job description.

Right now he wants to be part of a successful operation, and to work for a company where there will be significant career development opportunities.

### CAREER HISTORY

#### ***Distribution Company - Birmingham***

LOGISTICS MANAGER Jul 2011- Present

Responsible for all on site aspects of the logistics, supply chain, and customer delivery operations. In charge of making sure that each stage of the distribution process is progressing on time, on budget and to the right quality standards.

#### ***Duties***

- Working with multiple customers at the same time.
- Conducting disciplinary, capability and grievance investigations and taking appropriate action to address any failings.
- Responding to all customer complaints or queries in a efficient manner.
- Visiting key clients to build relationships and identify their key needs.
- Conducting crime and loss investigations into missing stock and loads.
- Ensuring the efficient running of administration and office procedures.
- Securing and alarming premises and monitoring security procedures.
- Actively managing subcontractors to ensure that they perform in line with their contractual agreements.
- Supervising the completion of all checks and documentation required by law.
- Monitoring and tracking the flow of goods into the warehouse.
- Controlling the order cycle.

#### ***Food Supply Company - Coventry***

ASSISTANT LOGISTICS MANAGER Feb 09 - Jul 11

Was responsible for effectively and proactively managing the distribution centre, to ensure that accurate and prompt deliveries were made to both internal and external customers.

#### ***Duties:***

- Conducted staff performance reviews, setting objectives, and identifying employee training requirements.
- Monitored the performance of the warehouse staff.
- Ensured that all drivers work to established driving time directives.
- Handled all incoming and outgoing correspondence with clients.
- Was in charge of the loading of stock into vans.
- Made sure that all customer orders are correctly taken.
- Resolved all customer invoice queries.
- Changed staff around and managing resources based upon changing needs.
- Received goods deliveries and arranged for them to be logged and then stored for distribution later on.

## PERSONAL SKILLS

Constantly focused

Problem solver

Optimistic

Socially confident

Prioritising

Solutions focused

Identifying trends

Responsive

Adaptive

Positive & amicable

Personal leadership

Well organised

Influencing skills

Relationship building

## PROFESSIONAL

Fire Safety Certificate

Advanced First Aid

French Speaker

German Speaker

## PERSONAL DETAILS

Anthony Brown  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF  
T: 0044 121 638 0026  
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### *Hospitality Company – West Midlands*

TEAM LEADER

Aug 2008 – Feb 2009

### *Government Office – West Bromwich*

OFFICE ASSISTANT

Jun 2007 – Aug 2008

### *Clothes Store - Dudley*

SALES ASSISTANT

Oct 2006 – May 2007

### *Local Charity - Birmingham*

VOLUNTEER

Jul 2006 – Oct 2006

## KEY COMPETENCIES AND SKILLS

### *Logistics Management*

- Achieving efficiencies and driving costs down.
- Managing & supporting new business implementations and project rollouts.
- Continually focused on driving down expenditure.
- Knowledge of national and international import/export legislation.
- Identifying safety compliance issues.
- Comprehensive knowledge of logistical procedures and processes.
- Eliminating obsolete and off-spec machinery, & reducing aging equipment.
- Identifying and quickly resolving any stock discrepancies that may occur.

### *Professional*

- Turning every challenge into an advantage.
- Delivering change within a fast paced healthcare environment.
- Analysing business data and drawing logical conclusions.
- Keeping abreast of developments in Logistics & Supply Chain methods.
- Confident in his ability to make the right decisions.
- Numeric and able to demonstrate an understanding of basic accountancy.
- Setting achievable objectives and managing all projects.
- Ensuring that all levels of service are at a very high standard.

### *Personal*

- Capable of resolving differences without conflict.
- A willingness to gain professional or technical qualifications.
- Can communicate effectively with colleagues and people in the supply chain.
- Willing to take responsibility for the day to day management & administration of the Logistics department.
- Constantly striving for continuous improvement.

## ACADEMIC QUALIFICATIONS

*University of Birmingham,*  
BA (Hons) Logistics & Distribution

2003 - 2006

*Central College Birmingham*  
Diploma in Business Studies

2002 - 2003

*North Birmingham School*

1998 - 2002

A levels:  
Geography (A)  
Maths (A)  
English Literature and Communication (B).  
History of the Modern World (B)  
Physics and Science Combined (A)

REFERENCES – Available on request.



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