

Enthusiastic and skilled Returns Coordinator knowledgeable about inventory management and carrier relations. Focused on accurate recordkeeping and stock movement for reliability and speed. 3+ years of working experience with database, ERP and word processing software.

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## Skills / Strengths

- Technologically capable and familiar with standard information processing software such as Smartsheet.
  - Working knowledge of Quality Management Systems (ISO 13485:2016).
  - Administrative and clerical; report writing skills; data analysis; and research skills.
  - Microsoft Office (Word, Excel, PowerPoint, Access, OneDrive, Teams, SharePoint, and Outlook).
  - Character traits: Ability to work unsupervised and cope with pressure; team player with outstanding work ethic; patience; punctual; and consistent.
  - ERP experience ~ Syspro and Pastel.
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## Work Experience

Aug 2020 to  
Present

Returns Coordinator  
**Ascendis Health**

*Supporting 2 divisions under Ascendis Health: Surgical Innovations and InterV-Med.*

- Evaluate returned stock for quality issues and process unacceptable materials for destruction or investigation.
  - Offer expertise in inventory management and current stock levels to inventory team to facilitate accuracy and product availability.
  - Operate forklift to safely move and safeguard stock and supplies in warehouse.
  - Train and supervise new employees to apply best practices and comply with health and safety procedures and regulations.
  - Using the ERP system, book back stock using Syspro and facilitate expired stock out of main warehouse to destruction.
  - Using documentation from warehouse; generate quotes, credit notes, delivery notes and dispatch notes.
  - Faulty/recalls and damaged stock management.
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Aug 2019 – Jul 2020

Picker / Packer  
**Ascendis Health**

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## Education

**Introduction to Supply Chain Management**  
University of South Africa | In Progress

**Grade 12**

Thuto Lesedi Secondary School | 2014