JAKUB KAUR

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SUMMARY OF QUALIFICATIONS

- Warehouse leader who runs safe, accurate and on-time shifts.
- Experience across 3 employers, most recently as Operations Supervisor at Midland Retail DC.
- Hands-on supervisor who coaches teams and keeps standards high.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

University of Amsterdam — **Amsterdam**
Level 3 Diploma in Warehousing and Storage — *2016*

PROFESSIONAL EXPERIENCE

Midland Retail DC — **Leeds**
Operations Supervisor — *Oct 2024 – Present*

- Introduced a buddy system that cut new-starter turnover in the first month.
- Rebalanced pick faces before peak so fast movers were closest to dispatch.
- Ran stock counts with zero variance write-offs at two quarterly audits.
- Planned labour for peak, including agency staff, without missing a carrier cut-off.

Pennine Cold Chain — **Leeds**
Shift Team Leader — *May 2022 – Oct 2024*

- Led the investigation into a mis-shipped pallet and fixed the root cause.
- Led daily safety briefings and investigated near misses with the H&S manager.
- Reported daily KPIs to the site manager and acted on missed targets.
- Ran a shift of 41 operatives across inbound, picking and dispatch.

Cobalt 3PL — **Leeds**
Picker/Packer — *Apr 2020 – May 2022*

- Reduced damaged stock write-offs by 28% with new racking labels and handling checks.
- Ran weekly toolbox talks on manual handling and racking safety.
- Handled agency worker timesheets and checked them against the clocking system.

INITIATIVES

5S rollout in the returns area

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Peak readiness plan

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

TECHNICAL SKILLS

Warehouse systems & licences: Forklift licence, Manhattan WMS
General: Microsoft Excel, Stock control, Health & safety, Lean
Languages: English (Fluent)

CERTIFICATIONS

- IOSH Managing Safely
- First Aid at Work

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Member of a community choir.
- Volunteer at a local food bank twice a month.

REFERENCE

Chloe Lindqvist
Engineering Manager, Cobalt 3PL

Contact: chloe@example.com