

67 Deepdales, Southern Cross, Bray, Co. Wicklow | Phone: 0834397159 | DOB: 24/07/1993
abipurtill@hotmail.com

Professional Summary

Professional, driven and detail-oriented Accounts Trainee/Assistant Merchandiser. Honest, adaptable, and welcomes responsibility. Works well under pressure. Great IT skills including excel, and Bookkeeping systems.

Experience

Self-employed – Vat returns for client

Current

- Every two month – Vat returns
- System – big red books

Villa Television Productions DAC (The Villa)

Trainee Accountant September 2023- Current

- Petty Cash
- Invoice Matching
- PO's Admin, Posting & Approval
- Payroll Admin
- Accounts Payable
- Bank reconciliations
- Audit Prep

Tirim Film Productions DAC (The Dry Season 2)

Trainee Accountant April 2023 – August 2023

- Petty Cash
- Invoice Matching
- PO's Admin, Posting & Approval
- Payroll Admin
- Bank reconciliations
- Audit Prep

Brown Thomas Arnotts

Assistant Merchandiser Planner June 2022 - Current

- Produce reports to ensure that sales and stocks figures are accurate
- Forecasting and placing continuity buys for periods outside normal trade
- Forecasting and budgets for each season throughout the year
- Review and action cost/retail price changes while ensuring margin is maintained
- Set up and maintain seasonally required documents for forecasting and review, I.E OTB, Budgets
- Maintain the correct range on the system, ensuring correct item detail (PLC, Seasons,ect) and all other aspects of product set up

Dell Technologies

Demand Planner Advisor (Contract) September 2021 – June 2022

- Applying demand shaping with sales segments during times of supply imbalances
- Collaborate with EMEA, APJ to ensure correct stock to fulfil demand
- Forecast for upcoming quarters to ensure we hit budget
- Evaluate market, commodity product to match demand forecasts
- Collaborate with stakeholders on business assumptions that impact supply chain planning
- Assistant project manager for implementation on new tools & processes
- Reporting on sales & delivery expeditions

Fonua Ltd.

Supply Chain Planner April 2021 – August 2021

- Demand forecasting for multiple suppliers to ensure stock is going to fulfil online & stores.
- Inbound analysis and report to wider team to ensure delivery accuracy
- Involved in critical daily Supply Chain operations coordinating with major supplier, customers, and account managers
- Daily planning around product shipments along with stock takes
- Purchase stock to ensure the demand is filled
- Reporting on sales to ensure demand is accurate & identify any trading risks & review.
- Working with Supply Chain Manager to design, document, implement and measure multi-channel supply chain models to meet business needs

Life Style Sports

Assistant Merchandiser November 2019 – April 2021

- Coach & develop Junior members of the team
- Report on stock overages and shortages and ensure that current commitment records have been maintained accurately
- Identify and manage any trading risks & advise team
- Review open to buys with buyers on Category & Sku level
- Forecasting units on a weekly basis to make sure we hit budget
- Weekly reports companywide & weekly communication with finance director, heads of team and buyers.
- Liaising with the warehouse to ensure supplier bookings are correct.
- Collaboration with global brands daily and creating strong relationships.
- Initiating and managing line trackers on current sales.
- Intake planning and reporting each week
- Reporting on WSSI's and stock reporting for impact use for future buys.
- Deliver budgets each quarter to ensure correct
- Stock movements & allocations for company.
- Product end to end management
- Investigating and resolving missing stock and delivery issues from suppliers.
- Sales forecasting for upcoming seasons.
- Buying and monitoring Core lines & forecast to match the budget

Education

- **Diploma in Bookkeeping & Payroll** City Colleges, Current
- **Fashion Buying and Merchandising** Portobello College Dublin, 2018
- **WSET Level 2** O'Brien's Wines, 2018

Reference

References available upon request