

Dipak Rambharose

Blaine, MN 55449

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718.415.2227

Personable professional, bringing years of face to face customer service experience, quality control management, compliance handling, coordinating flow of production processes and strategic planning. Authorized to work in the US for any employer

Work Experience

Litigation Support and Document Solutions Technician

Office Resources - Manhattan, NY

Supply Chain Coordinator

Berry Jewelry Company - Brooklyn, NY

Quality Control/Receiving Manager:

- Perform audits daily, ensuring the highest and strictest quality control standards are met.
- Liaise with Manager of the Shipping Department to plan and execute current and upcoming workloads and solve issues.
- Strategic Planning.
- Send Daily TOP (Top of Production) Report to Sales Teams
- Perform monthly factory audits
- Compliance Management: ensuring company is in compliance with all necessary laws on fashion jewelry testing.

Manage and oversee operations of the Receiving Department:

Manage & oversee operations of the Inventory Department:

Import Clerk/Filing Clerk

Barthco Intl

Data Entry, Import Logistics, Filing

Cashier & Inventory Control

South America

Store Manager/Co-Founder

Ship Zone Corp - Jamaica, NY

Co-founded independent Shipping & Packaging Company

- Successfully started and operated two locations within the first 6 months of operations
- Manage & oversee daily operations of stores

Education

GED in Global Technology

SUNY Queens EOC

Skeldon High School (Guyana)

Skills

Data Entry, Acrobat, Shipping, Strategic Planning., Supply Chain

Additional Information

Skills Summary

- Supply Chain Coordination ● Shipping/Receiving
- Customer Service/Care ● Adobe Acrobat Pro/In-Design
- Product Auditing ● Data Entry
- Strategic Planning ● Forms Creation (Graphics)