Leah Ashford Ng

Merchandising Assistant

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Summary

Merchandising assistant for seasonal home and lifestyle ranges. Checks supplier data and first receipts, tracks launch readiness and prepares stock recommendations for buyer approval.

Range launch evidence

148 seasonal products — Tracked weekly sell-through by size and colour.
23 product data errors — Corrected across 148 spring records before buyer sign-off.
17 stores — Prepared stock transfer proposals by size and checked receipts.

Experience

Merchandising Assistant

Juniper Shelf Retail

2024-11 – Present

- Used weekly sell-through and stock cover to flag slow variants, delayed receipts and incomplete sales data before promotions.
- Corrected 23 product data errors before buying sign-off. Matched barcodes, pack sizes and titles to supplier records and checked changes against buyer approvals before publication.
- Prepared size-level transfer proposals for 17 stores. Matched first-week receipts to allocation records and escalated four short shipments with item and quantity evidence.
- Checked first receipts against the website range by colour. Linked missing variants to purchase orders and reviewed photography, sample and approval status in weekly launch meetings.

Buying and Stock Operations Intern

Fernbank Home and Living

2024-02 – 2024-08

- Verified samples against supplier specifications under buyer supervision. Documented barcode, colour and pack-size discrepancies with photographs.
- Tracked promotional stock for three stores. Checked expected and actual receipts with distribution before correcting arrival dates.
- Compared vendors for reusable storage products by dimensions, pack size and freight assumptions for buyer review.

Education

Diploma in Retail and Merchandising

Wattle Point Business College

2024

Final project compared sell-through by size and colour for a home storage range.

Skills

Merchandising support: Sell-through reporting, Stock cover, Size-level allocation, Launch readiness checks
Product data and tools: Product data checks, Barcode and sample verification, Excel lookups and PivotTables, Supplier confirmation tracking

Languages

English