

CURRICULUM VITAE

DALJINDER SINGH

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Hoshiarpur, Punjab, India



Career Objective

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

Academic Qualifications

- Higher Secondary from P. S. E. B. Mohali, Punjab, India.

Professional Qualifications

- Industrial Training Institute's Certificate in Computer applications
- Computer Hardware & Networking from Jetking Institute, Jalandhar.
- Defensive driving training – NTI, Oman & Belhasa, Dubai.
- Basic First AID CPR AED training – NTI, Oman & Dubai.
- Basic Fire Extinguisher & Fire warden training – NTI, Oman.

Personal Skills

- Ability to work in a team and lead.
- Train and motivate team to achieve maximum productivity.
- Experience with database and computer applications.
- Knowledge of vehicle maintenance preferred.

Technical Skills

- Worked on ERP applications.
- Can manage hardware devices like data storage, software, and printing.
- MS- Office (Excel & Word), Outlook.
- Effective Use of Internet & World Wide Web - Real Time Communication: Chat, Search Engines, etc.

Work Experience: - More than 14 years.

a) From Jun 2022 to present

Storeman in Al Futtaim Colas LLC. Dubai, UAE. (Site location-Quarry)

Responsibilities: -

- Receives all incoming shipments; verifies and inspects for conformity to appropriate purchase orders. Notifies and/or delivers received items to addressee.
- Goods Receipt Note (GRN)/ Direct issue voucher (DIV) Preparation and communication with Finance / Purchase.
- Controlled and monitored costs for continual expense reduction as well as help improve efficiency.
- Issues material upon requisition.
- Creation of new item codes onto system (ERP application) and categorize.
- Operates an online computer system to access, input, and change inventory data and related information; applies code number to materials and equipment from existing code system.
- Coordinates with Purchasing Section on materials relating to purchases, inventory, and non-inventory items according to specifications and standards.
- Labels items for storage and maintain/allocate bin system.
- Implement best standard of housekeeping & safety at worksite & stores.

b) From Oct 2021 to Jun 2022

Administration Clerk in Al Futtaim Colas LLC. Dubai, UAE. (Site location-Quarry)

Responsibilities: -

- Greet and direct clients and visitors.
- Makes appointments and referrals.
- Answers phone calls and emails.
- Performs data entry and filing tasks for production and confidential employee or departmental files.
- Receives, records, and distributes packages and mail.
- Upkeep of systems: planning and property filing; working on ERP system.
- Work in a safe manner to ensure health and safety of yourself and others.
- Wear all appropriate personal protective equipment as per site rules, safe systems of work, and as instructed by management or front-line supervision.
- Assist HR with employee's visa & EID related issues.
- Perform other miscellaneous tasks assigned from time to time.

c) From Jul 2018 to Jul 2020

Maintenance Coordinator & Storeman in Zawawi Colas LLC. Muscat, OMAN.

Transferred from UAE to OMAN with same job responsibilities with addition of Stores in-charge duties (See Below).

- Receives all incoming shipments; verifies and inspects for conformity to appropriate purchase orders. Notifies and/or delivers received items to addressee.
- Goods Receipt Note (GRN)/ Direct issue voucher (DIV) Preparation and communication with Finance / Purchase.
- Controlled and monitored costs for continual expense reduction as well as improve efficiency.
- Issues material upon requisition
- Creation of new item codes onto system (ERP application) and categorize.
- Operates an online computer system to access, input, and change inventory data and related information; applies code number to materials and equipment from existing code system.
- Coordinates with Purchasing Section on materials relating to purchases, inventory, and non-inventory items according to specifications and standards.
- Labels items for storage and maintain/allocate bin system.
- Implement best standard of housekeeping & safety at worksite & stores.

d) From Mar 2017 to till Jun 2018

Maintenance Coordinator in Al Futtaim Colas LLC. Dubai, UAE.

Responsibilities: -

- Maintain shutdown activities list and maintenance history of company fleet.
- Coordinate all maintenance work to ensure maximum productivity.
- Participate in and ensure that all Safety and Environment activities are completed as required.
- Ensuring all planned maintenance tasks have the appropriate tools, plant, equipment, risk assessments and permits necessary to complete safely.
- Working with Maintenance Manager and Leading Hands.
- Collaborated with team members as to reduce lead times and maintain flow of operations in an efficient and effective manner.
- Actively work with maintenance team in improving schedule completion by ensuring all parts and tooling is available for the maintenance teams.
- Create all maintenance work requests required for Job card openings.
- Attend regular meetings with Maintenance and Operations staff to ensure prioritization of work is maintained.
- Responsible for collecting, developing reports, and communicating the status of all work to management.

e) From May 2014 to 28 Feb 2017

Weighbridge Clerk in **Al Futtaim Tarmac Quarry Products LLC**. Dubai, UAE.

Responsibilities: -

- Transport Planning in order to achieve daily delivery programme & satisfy customer needs.
- To generate & check all delivery tickets for the correct information before the vehicle departs.
- To ensure proper delivery of required material & communicate with vendor on time.
- To communicate & proper solution to customer against enquiry in terms of quality & payment details.
- Proper filing & record of customer delivery & financial matter.
- Execute Health, Safety & Environmental responsibilities.

f) From Sep 2013 to Feb 2014

Logistics Executive (Transport Dept.) with **Positiv Television Pvt. Ltd.** Noida, UP, India

g) From Dec 2011 to Sep 2013

Operations Executive (Fleet) with **TV Today Network limited (For Ranjit Bros. Pvt. Limited)**

Noida, UP, India

h) From Dec 2009 to Sep 2011

Supervisor with **SINGH'S FARM Limited**, Ibadan, Nigeria.

References:

Available on request.

Personal Details

Father Name: S. Sarwan Singh

Date of Birth: 19-AUG-1987

Language Known: English, Punjabi, Hindi, Urdu, Arabic (*Low proficiency*).

Marital Status: Married

Nationality: Indian