

# CURRICULUM VITAE

**INDERJIT SINGH**

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DUBAI UAE



Post Applied for: **WAREHOUSE ASSISTANT**

## **OBJECTIVE**

A position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where one can be encourage and permitted to be an active participant as well vital contribute on development of the company.

## **SKILLS**

- ✓ Efficient and well behaved person
- ✓ Very Energetic result oriented and organized
- ✓ Ability to work well in terms
- ✓ Fast adaptive learner with excellent power to learn

## **EDUCATIONAL QUALIFICATIONS**

- ❖ 12<sup>TH</sup> Passed
- ❖ Accountant Course (Tally,EERP9)

## **WORK EXPERIENCE**

YEAR OF EXPERIENCE	DESIGNATION	COMPANY NAME
1 YEAR 6 MONTHS TO TILL NOW	WAREHOUSE ASSISTANT	NOON ONLINE MARKET UNDER MABED TARDING LLC DUBAI
3 YEARS	WARE HOUSE ASSISTANT (SPARE PARTS)	GULZAR GROUP-INDIA
2 YEARS	ACCOUNTANT,DATA ENTRY	KISHNA FOOD LAND -INDIA

## **DUTIES AND RESPONSIBILITIES**

- Receive and meets warehouse stock product(receive unload,label,tally,store)
- Prepare and complete orders for delivery according to schedule(picking,packing,wrapping Put way,migration,stock take, Qc ,validation RTV, NDR, Scanning Dispatch ,Inventory labeling and loading)
- Perform inventory controls ,re arrange products and keep quality standard high for customer deliveries
- Creating labels using keen attention to detail to ensure accuracy
- Report any discrepancies and damages in receipt and delivery
- Communicates and collaborating with co-workers and supervisors
- Handle and operate necessary tools and accessories in maintaining and managing
- Keep clean and safe working environment by keeping shelves, pallets and works station neat and optimize space utilizations

## **PERSONAL DETAILS**

- Nationality : Indian
- Date of Birth : 31-08-1995
- Gender : Male
- Marital Status : Single
- Language Known : Hindi,English,Punjabi

## **PASSPORT DETAILS**

- Passport No : N4451549
- Date of issue : 10-11-2015
- Date of expiry : 09-11-2025
- Visa Status : Employment Visa

## **DECLARATION**

I hereby and certify that the above information true and correct according to the best of my knowledge and my experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.

**INDERJIT SINGH**