

CURRICULUM VITAE

Lovepreet Singh

Dubai

00971-555863421

Bajwalovepreet7@gmail.com

Store Keeper (03 Years' Experience)

Objective: -

To obtain a challenging and rewarding career that offers the opportunity to utilize my professional skills and also add value to the organization.

Personal Details:-

Name: - Lovepreet Singh
Father's Name: - Gurmeet Singh
Sex: - Male
Religion: - Sikhism
Marital Status: - Un-Married
Date of Birth: - 25 Oct. 1994
Place of Birth: - Punjab (India)
Nationality: - India
Permanent Address: - Village-Meeke- Dist.-Gurdaspur,
State-Punjab, India

Passport Detail:-

➤ Passport No:- N1680506
➤ Passport Issue Date:- 29.07.2015
➤ Passport Expiry:- 28.07.2025
➤ Place Of Issue:- Jalandhar

Languages Knows:-

English, Hindi, Arabic & Punjabi.

Educational Qualification:-

High Secondary (Metric) In English Medium from PSEB (India).

Higher Secondary (senior) In English Medium from PSEB (India).

Computer Skills:-

Basic knowledge about computer, internet, Microsoft word & Excel

Work Responsibility:-

- Working as a Responsibility and Honesty
- Working as Store Keeper
- Making Store Report and Submit to Procurement Department
- Quantity & Quality checking of all incoming materials
- Follow-up on materials.
- Reporting daily materials Consumption report & Stock report to Project Manager.
- Preparation and checking of Bills.
- Responsibilities of safe materials storage and protection.
- Maintains check-List as per LPO.
- Preparation of complete monthly Inventory as per company Rules and Regulation.
- Materials handling and disposal of scrap and surplus.
- Physical stock statement on monthly basis.
- Controlling Labor force & Over Time working with store.
- Ensure that merchandises received are in accordance with purchase order specifications.
- Coordinate with supplier regarding any issues of received materials.
- Follow up with Purchase Dept. for the issues of LPO's.
- Reporting to Project Manager on daily basis.
- Establish minimum level inventory levels and maintain these levels.
- Maintain records of merchandises received and transferred.
- Perform daily workload assigned by Senior.
- Raising requisition of Plant Equipment's as per site requirements.

Current Employment with 03 Years' experience in UAE as a Store-Keeper

Ghantoot General Transport & Contracting LLC

Shams Tower Abu Dhabi.

Fujairah Beach Hotel & Villas.

Plant & Machinery Dept.

Project's Details:

- Work Designation: Store-Keeper
Project: SHAMS TOWERS PLOT S5-C52 & C53 - REEM ISLAND,
ABU DHABI
Client: Park View Real Estate.
Main Contractor: Ghantoot General Transport & Contracting LLC

- Work Designation: Store-Keeper
Project: Fujairah Beach Hotel & Villas.
Client: Eagle Hills
Main Contractor: Ghantoot General Transport & Contracting LLC

- Work Designation: Store-Keeper
Project: Plant & Machinery Department.

Current Work Detail's

Store Keeper in Plant & Machinery Dept.

I Hereby Declare That Above Mentioned Statement Is Correct & True to The Best of My Knowledge and Belief.

Yours Truly,

Lovepreet Singh

00971-545195856