



# MANINDER SINGH

## Objective

Detail-oriented and motivated Junior Accountant and Logistics Coordinator with a solid foundation in accounting principles and financial reporting and supply chain management. Seeking to leverage skills in a dynamic accounting environment to contribute to organizational efficiency and accuracy.

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 Al Dhait, Ras Al Khaimah, UAE

## SKILLS

- Proficient in Microsoft Excel, Word, and PowerPoint
- Experience with Logistics and Warehouse Management
- Coordination skills
- Have initiative and can work independently
- Detail-oriented with strong organizational skills
- Excellent communication and interpersonal skills

## WORK EXPERIENCED

### **MEP Storekeeper** **Al Qandeel Contracting LLC** **Damac hills 2 Project-P138**

May 2024 - July 2024

- Responsible on Receiving, Handling, Recording and Issuing Materials as per the SOP and ISO procedures.
- Ensure accurate accountability of all transactions to and from the stores.
- Undertake the day to day, supervise of store workers and store services to deliver construction industry focused service.
- Responsible to Handling and Storing materials as per the manufacturer recommendations.
- Facilitate periodic checks of the quantities of materials held in stock.
- Responsible for the security /Safeguarding of stores/ all materials /Equipment's and Assets held in stock.
- Liaise with Warehouse/ Project/ Construction Management in to ensure that trends are accommodated within the mini-max criteria for Non-Permanent materials and ensure the efficient use of materials to avoid damages/possible surplus.
- Ensure the integrity of the stores area is maintained, clean and tidy hazardous free at all times

## **LOGISTICS and WAREHOUSE COORDINATOR - FIT-OUT AND INTERIOR DESIGN**

Division 9 interior Design LLC - Dubai, UAE  
November 17, 2021 - March 2024

- Make records of warehouse changes and update the warehouse plan when there is a change.
- Arrange goods neatly, scientifically, clearly, and cleanly as required.
- Making warehouse records and taking stock of goods. Taking stock of goods helps control the amount of goods circulation and inventory.
- Overseeing all supply chain operations.
- Reviewing, preparing, and routing purchase orders.
- Monitoring shipments, costs, timelines, and productivity
- Managing the loading of trucks, setting up delivery routes and unloading of material. Manage the transportation division and all transportation activities including scheduling, routing and dispatching of vehicles.
- Addressing and resolving shipment and inventory issues
- Manpower allocation to project site
- Answering customer queries.
- Work with other departments to ensure that goods are delivered on time and accurately.
- Monitoring the movements of the vehicles the driver using GPS tracking software.
- Knowledge of how to make an excel trip sheet for a driver and a transport costing sheet for a transport.
- Maintaining fuel inventories and orders needed to ensure that vehicles have enough fuel to operate efficiently.
- Maintain the SALIK in each every vehicles
- Coordinate delivery of materials

## **Warehouse Assistant - India**

AMAN AGENCY - Chandigarh ,India  
APRIL 2016 - November 2020

- Processing and packing customer orders ready to ship.
- Loading delivery vans and checking shipments match the delivery schedule.
- Gathering materials and supplies from the stores for colleagues.
- Managing stock levels and placing orders for new materials where required.

## **EDUCATION**

### **Kurukshetra University**

Bachelor of Computer Application  
2009-2015

### **HBSE BHIWANI**

10th pass - 65% in April 2007  
12th pass - 56% in April 2009  
Graduated 53% in August 2015

## **LANGUAGE**

- English
- Hindi
- Punjabi