Akashdeep Singh

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052-6537034

Brief Career Profile:

Over 07 years of experience in Warehouse & Logistics.

Career Objective:

To apply skills in reputed organization where the position should provide an

Opportunity for development and advancement

Career Path:

United Foods (Jabal Ali, Dubai)

Currently working in United Foods Company (PJSC) as a Warehouse Supervisor from 16th Aug 2022 to till date.

- Reporting to Logistic Manager.

Roles and Responsibilities

* Responsible for Local and Export Dispatches.
* Responsible for E-commerce orders dispatches.
* Responsible for arranging the transport for Local and Export Dispatches.
* Responsible for Inventory Control, Prepare Inventory reports, transfer stocks and reconciles the stocks.
* Responsible for handling the credit notes if stock returned from customer (Damaged, near expiry or expired).
* Oversee the day-to-day operations of the warehouse, including materials handling, order tracking.
* Carry out process studies, implement system and work improvements to the logistics support in line with business demands.
* Assist the Logistics Manager in the implementation of projects and ad-hoc logistic requirements.
* Ensure smooth running of daily logistics operations.
* Liaise closely with delivery team to ensure accurate and timely delivery of goods.
* Ensure inventory accuracy at warehouse.
* Maintain traceability of all related documentation and proper filing.
* All practice ensuring a clean, organized and safe working environment.
* Establish and maintain effective employee working relationships.
* Clear all batches, clear material shortages on every month End Batch Closing.

Kuantum Paper Limited

Worked in kuantum papers (India) as a supervisor from 18th April 2018 to 28th May 2022.

- Reporting to Warehouse Operations Manager.

Roles and Responsibilities

* Responsible for Inventory Control, Prepare Inventory reports and reconciles the stocks.
* Requesting for required stock to central warehouse by email on daily basis.
* Maintain Replenishment Orders.
* Receive stock in system by SAP.
* Measuring and reporting the effectiveness of warehousing activities and employee’s performance
* Organize and maintain inventory and storage area.
* Maintain Daily reports.
* Receive purchase orders by fax and email and giving to concerned salesperson.
* Maintain Documents, Filing etc...

INFOTECH HEALTH CARE LIMITED.

Worked in Infotech health care company unit of (PDPL) group as a Store keeper from 19th Jan 2017 to 10th March 2018 in Punjab (India).

 - Reporting to Manager Store & Logistic.

Roles and Responsibilities

Finished Goods

* Responsible for proper storage of goods following the First-In, First-Out (FIFO) method.
* Responsible for stock inventories following established company guideline
* Maintaining documents, records, files etc...
* Responsible of transferring material to WIP (Work in Process)

Raw & Packaging Material

* Responsible for both sections Packing and Raw material.
* Responsible for controlling inventory, stock verification & material reconciliation.
* Responsible for receiving material on a daily basis accordingly.
* Responsible for transferring material to WIP (Work in Process) Production in a timely manner.
* Maintain Documents, Filing etc...
* Clearing all batches, clearing material shortages on every month End.

Academic Credentials & Affiliations:

Graduate (B. Tech) from Punjab Technical University (India).

Inter (G.S.S) from Govt. School Punjab (India).

Additional Qualification:

* Completed a One Year diploma course of Operation under DOS, Windows XP, Internet and MS Office.
* Completed 1-Month Advance Excel course from Zabeel International Institute Dubai (UAE).
* Completed Basic Food Safety Training from Dubai Municipality.
* Completed Basic firefighting training from Dubai.
* Completed first aid training from Dubai.

Skills:

* Patience
* Excellence analytical & Interpersonal relationship skill
* Excellent oral & written communication skill
* Fast Learner
* Good Organizer & Team Player
* Positive & Focused thinking
* Go-Get-it attitude.
* Easily developing report with clients and higher authorities.
* Committed to task, Reliable, responsible and efficient.

IT Skills

Oracle : 1 years’ experience

WMS : 3 years’ experience

SAP : 4 years’ experience

Language Skills

To Speak : English, Hindi, Punjabi, Urdu, and basic Arabic.

To Read : English, Hindi, Punjabi.

To Write : English, Hindi, Punjabi

 Hobbies:

Music, Kabaddi etc...

Personal Data:

Date of Birth 14 -09 -1995

Birthplace Punjab

Nationality Indian

Gender Male

Marital Status Single

Visa Status. Employment Visa

Reference Will be furnished upon request