**CURRICULUM VITAE**

**ARJUN SINGH**

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Dubai Investment Park-02, Dubai, UAE.

**Objective:**

Dependable Warehouse Worker with 6+ years of experience effectively receiving, stocking and shipping materials to improve production flow. Ensures a clean and safe work environment by carefully arranging heavy products and utilizing heavy machinery.

**Work Experience**

* **17-Feb-2020 to Currently Working**

 **WAREHOUSE DISPATCHER CUM ASSISTANT**

 **Eagle Electromechanical Co. L.L.C. Dubai**

1. Generating Material Receiving Report (MRR), Generating Inventory Report, Leave Application, Material Transfer Note, Internal Memo, Invoices, Monthly Attendance Report and other report as per site request.
2. Controlling ENOC VIP system reports (Requesting New VIP TAG, Cancellation and VIP Change etc.).
3. RTA Online Portal Work (Checking & Paying Fines, Vehicles Registration Renewals, Heavy Vehicles / Equipment’s Permits).
4. Preparing daily & monthly attendance sheet for all staff and warehouse worker.
5. Diesel receiving from various supplier and distribution on project as per requirements.
6. Preparing diesel reports including receiving reports from supplier and distribution reports to projects.
7. Preparing monthly and weekly reports for company vehicles & equipment’s & buses (112 Vehicles & Buses + 33 Heavy Equipment’s.
* **17.09.2017 TO 30.05.2019**

 **WAREHOUSE DISPATCHER**

 **THALES DOHA METRO PROJECT (MPH), DOHA (QATAR)**

1. Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
2. Good knowledge of all kind of cables which is required for signaling & telecom work in metro project.
3. Coordination between project installation team and warehouse team for upcoming order.
4. Dispatching cables to projects as per project requirements & order.
5. Preparing piking list and checking prepared material physically before creating delivery note as per material requested by project installation team.
6. Involving in lifting operation as lifting supervisor and completing operation on time.
7. To follow-up overall inventory management.
8. Taking physical inventory once a month to cross check with the monthly inventory report.
9. Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items; Responsible for store keeping, documentation & record keeping.
10. Generate Materials Received Report (MRR) on a timely basis. Input production data according to purchase order in computerized inventory system. Participate in physical inventories by counting stocks.
11. Knowledge in various types of commercial activities such as inducting procurement, export-import, banking and L/C.
12. Correspondence with Foreign Suppliers via E-mail, usage of Internet.
13. To ensure goods keep by first in first out method **(FIFO).**
14. Proper goods distribution/supply chain maintain and follow up.
15. Goods delivery schedule maintain according to delivery order qty.
* **30.10.2014 to 30.01.2017**

**PORT SUPERVISOR**

**MAHESWARI BROTHERS GROUP (IMPORT AND EXPORT) MUMBAI, INDIA**

**Achievements:**

* Trained 20 warehouse workers over a period of 3 months, now deployed at 3 different warehouses within the state.

**QUALIFICATION DETAIL**

**Professional Qualification:**

* **DCA- DIPLOMA IN COMPUTER APPLICATION**
* **RKCL- V.M.O.U Kota Rajasthan**
* **NSDC- RETAIL MANAGEMENTS PLUS**
* **LIFTING SUPERVISOR DIPLOMA**

**Educational Qualification:**

* **B.COM (GRADUATION) - 2016**

Maharaja Ganga Singh University, Bikaner, Rajasthan

**Computer Skills:**

* Stock Management System (Pixi Software).
* Operating System: Windows 98, 2000, XP, 7, 8.1, 10 & Linux.
* Software Package: MS- Office (Work, Excel, Outlook & MS Office Tools )
* Accounting Package: Tally (all versions)
* Network : LAN, Internet (all Internet applications)
* Hardware: Good Knowledge of Assembling and All Software Installation.