



GURJINDER SINGH

Warehouse Worker

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Dubai, UAE

Work Experience

Warehouse Worker / India 03 Years

Responsibilities and Achievements:

- ✓ **Inventory Management:** Accurately managed inventory by receiving, organizing, and tracking stock using manual and computerized systems. Improved stock accuracy by 15% through careful auditing and routine checks.
- ✓ **Order Fulfillment:** Handled order picking, packing, and shipping, ensuring timely and accurate delivery of products to customers. Reduced order errors by 20% through attention to detail and process optimization.
- ✓ **Material Handling:** Safely operated forklifts and other material handling equipment to move large and heavy goods, adhering to safety protocols and reducing accidents by 10%.
- ✓ **Team Collaboration:** Worked closely with the warehouse team to coordinate daily tasks, ensuring efficiency and meeting tight deadlines. Assisted with training new employees on best practices and safety measures.
- ✓ **Quality Control:** Inspected incoming and outgoing shipments for quality assurance. Ensured that goods were in proper condition and that packaging met company standards.
- ✓ **Safety Compliance:** Followed OSHA guidelines and warehouse safety protocols to maintain a clean, safe, and organized work environment. Contributed to a 30% reduction in workplace accidents during tenure.
- ✓ **Process Improvement:** Suggested and implemented process improvements to increase productivity and reduce operational costs. Helped streamline the workflow, reducing average order fulfillment time by 10%.
- ✓ **Reporting:** Assisted in generating weekly inventory reports and updated stock levels for management, ensuring transparency and accuracy in warehouse operations

About Me

To seek a challenging position in a dynamic environment and desire to progress further in the same field and like to grow with the organization and prove to be an asset for its effective functioning and for the achievement of organizational goals and its success.

Education

- BA Graduated

Languages

- English
- Hindi
- Punjabi

Skills

- Communication Skills
- Teamwork & Collaboration
- Time Management
- Problem-Solving
- Leadership & Management
- Adaptability/Flexibility
- Attention to Detail

Personal Detail

DOB - 01-12-1999
Nationality - Indian
Gender - Male
Marital Status - Single
Passport No - W6766754
Date of Issue - 15-11-2022
Date of Expiry - 14-11-2032

Declaration

I hereby declare that all the above furnished information and particulars are true to the best of my knowledge and belief.