



MANINDER SINGH

About Me

Strong verbal and written communication analytical, organizational and customer service skills. Can work under pressure to meet tight deadlines. Demonstrated collaborative work style, strong leadership, planning, organizing and coordinating skills. Displaying a professional attitude with a friendly smile and great follow-up on tasks and questions



+971 585396218



Manindersodhi90@gmail.com



Jebel Ali Near, Mina Parco Market

EXPERTISE

- Management Skills
- SAP Basis Course from Delhi in 2015
- Proficient in using Microsoft Word/Microsoft Excel
- Critical Thinking
- Inventory Management
- Good communication skill
- Conflict resolution
- Result-oriented

CONSTRUCTION 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

WORK EXPERIENCED

STOREKEEPER cum LOGISTICS COORDINATOR - FIT-OUT

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

BANK EXPERIENCED

Direct Sales Associate (Home Loan)

March 2019 to December 2020
NBFC BANK

- Working with various Banks
- Open market work
- Provide exceptional Customer service
- Integrates marketing promotions and programs into customer conversations to provide strategic advice.

Sales Executive (Home Loan)

HDFC BANK (HOME LOAN)

15 September 2017–1 January 2019

- Home Loan dealing with clients
- file processing and customer service
- sanctioning and disbursements of home loan, also cross-selling insurance

Junior Phone Banker

HDFC Bank

1 March 2016–19 March 2017

- Resolve customer query regarding his/her credit cards.
- Accounts Sales and cross selling home loan
- Provide exceptional customer service through phone call
- Informing customers of bank policies and procedures, handling concerns regarding transactions and processing financial applications