



Simardeep Singh
Masters of Business Administration

(Specialization in HR)

Visa Status: - Visit Visa

Expired: - 10 February 2025

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Email id: **simardeep91@gmail.com**

Driving License: Light vehicle (Automatic)

Objectives

To work in professionally managed and dynamic organization, which provides growth-oriented position and opportunities to contribute towards the success of organization.

Personal Experience

2 years experience in Royal Foodstuff LLC as a store-keeper from August 2022 to August 2024

- Arranging vehicles according to deliveries
- Maintaining stock records
- Making container receiving reports
- Making invoices (in absence of accountant)

- 4 years and 6 months experience in G2 international as a Cold Store Store-keeper in Dubai (U.A.E.) from March 2018 to July 2022.
 - Evaluating the supply and availability of stock.
 - Making monthly invoices on the basis of storage rent. ➤ Loading and unloading process.
 - Managing 3PL customer's records.
 - Help to arrange deliveries
 - Coordinating with all Drivers and helpers all time

- One year experience in Smart Services as a Project coordinator in India from May 2014 to June 2015.
 - Check the quality of 4G installation
 - Coordination with teams
 - Maintain all the records

Job Responsibilities and Profiles

- Maintaining Database and records.
- Site audit, Validation and Safety.
- Check installation, quality of new sites.
- Prepare all reports and documentation work.
- Provide support to teams worked in fields.

Personal Qualifications

- MBA in HR and Marketing from Continental group of institute, Jalvehra (PTU, INDIA) in Year 2012-14 with 63% marks.
- BBA from Continental group of institute, Jalvehra (PTU, INDIA) in Year 2009-12 with 64% marks.

Computer Skills

- Tally ERP Software
- MS Office
- ORION SOFTWARE

Languages Known

- English.
- Hindi.
- Punjabi

I hereby declare that the particulars provided by me in the resume are correct to the best of my knowledge and belief.

PLACE:

DATE :

Simardeep Singh