

RESUME

Charanjeet Singh

Guru Teg Bahadar Colony Dhakansu

Road Rajpura (P.B)

Distt Patiala (140401)

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Objectives: -

To achieve excellence at par with the best in organization with dedicated, skilled and target oriented performance in a manner exhibiting individual skill and complementary manner with a team, epitomizing the idea of team spirit.

Qualifications: -

- ❖ 12th Punjab School Education Board Mohali.
- ❖ 10th Punjab School Education Board Mohali.

Academic Qualification: -

- ❖ Advance Diploma in Office Automation/Computer Application (Ministry of Science and Technology Infopark Technology).
- ❖ Computer Hardware/Networking Courses For ITI.
- ❖ Computer Software Diploma (A State Govt. Undertaking) Haryana State Electronic Development Corporation Ltd.
- ❖ Computer Web Designing Diploma in Chandigarh.
- ❖ Diploma in Fireman

Computer Skills: -

- ❖ Ms. Office (Word, Excel, Outlook, PowerPoint, OneNote, Access)
- ❖ Basic Knowledge of Computer.
- ❖ Email (Mail merge, Filters, Folders, Rules)
- ❖ Google Drive (Docs, Sheets, Slides, Forms)
- ❖ Internet Skills,
- ❖ Searching

Experience: -

- ❖ One Year Experience in Fireman As a MGSIPA Chandigarh
- ❖ Four Year Experience as a Security Supervisor in Godown, Commercial Area, Apartments Area.
- ❖ Four Year Experience as a Driving, Taxi Driver.
- ❖ Two Year Experience as a Field Officer in Security.
- ❖ Two Year Experience as a Project Site Supervisor Unique Identification Authority of India (UIDAI) on Behalf of Smart Chip Pvt Ltd.
- ❖ One Year Experience as a Computer Operator Dispatch Warehouse Hindustan Unilever Limited Contract Roll on Behalf of M/s Beam Product Pvt Ltd.

Roles & Responsibility: -

- ❖ Dispatch Invoice in Sap.
- ❖ Arranging all Road Permit Before Dispatch.
- ❖ Preparing Daily Basis / Weekly and Monthly Reports on Transportation, Dispatch Finished Goods Inventory.
- ❖ Arranging and Allocation of Truck According to the Load and Capability.
- ❖ Materials Planning, Procurement and Inventory Control.
- ❖ Maintaining goods Housekeeping in Store Area and Materials Stacking
- ❖ Physically Stock Reconciliation with Software and Physically.
- ❖ Check all Road Permits.
- ❖ Prepares Daily Stock in Physically & Register, Tacking Physically Stock, Daily Coordination's with Production Department, Daily to Daily Inventory Storage Related Problems Handle.
- ❖ Prepares Daily Production Plan, Materials Requirement and Order wise Status Reports.
- ❖ Maintains Paper Work or Records of all Inventories & Tax Invoice (Materials Inward Reports and Outwards Reports, Transport Document Reports & all other Reports)
- ❖ Inspection of Vehicle Before Unloading.
- ❖ Track on Non-Moving Goods.
- ❖ Sap Logistic Handling and Control.

Personal Information: -

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| ❖ Name | : Charanjeet Singh |
| ❖ Date of Birth | : 17.Oct.1989 |
| ❖ Father Name | : S. Jaspal Singh |
| ❖ Mother's Name | : Smt. Harjeet Kaur |
| ❖ Language Known | : Punjabi , Hindi , English |
| ❖ Sex | : Male |
| ❖ Marital Status | : Married |
| ❖ Nationalities | : Indian |

Hobbies: -

- ❖ Reading Books, Music, To Search for New Thing,

Strengths: -

- ❖ Good Presentation & Communication Skills.
- ❖ Proficient to Work Independently or in a Team Work.
- ❖ Organized & Planned in the Line of Job.
- ❖ Hardworking.

Declaration: -

- ❖ I hereby Declare that Statements Made Above are True and False Correct to the Best of my Knowledge and Belief.

Date: -

Your Faithfully

Place: -

(**Charanjeet Singh**)