

## PARMINDER BIR SINGH SAHI

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4379868899

4 Vista Green Crescent

Brampton, Ontario

L7A 2R8

### SKILLS

- Executive team leadership
- Client/Vendor relations
- Marketing/Product line development
- Staff/ Training policy development
- Process improvement
- Strong Written/Verbal Communication

### EDUCATION

#### Professional Dispatcher and Trucking Safety & Business Management Course

from 5K Solutions 2020

**AZ Tractor Tractor (MELT)** program from First Canadian Truck & Forklift Training Center 2020

**Bachelor of Liberal Arts** 2008

Punjabi University, Patiala, Punjab, India

**Doeacc 'O' level** 2007

Thapar Polytechnic, Patiala, Punjab, India

### LANGUAGES

English	□ □ □ □ □
Hindi	□ □ □ □ □
Punjabi	□ □ □ □ □
Urdu	□ □ □

### COMPUTER SKILLS

Microsoft Office- Word	□ □ □ □ □
PowerPoint	□ □ □ □ □
Excel	□ □ □ □

### ACCOMPLISHMENTS

- Started job as a Cashier and promoted as Supervisor and then Manager in BP Matraville, NSW, Sydney, Australia.
- Run a successful self Real Estate Company- Sahi Realtors in Patiala, Punjab, India.

## PROFESSIONAL SUMMARY

Result oriented professional with a hands-on experience in meeting the core training needs of customers by planning and implementing curriculum to eventually work, ensure quality services and accomplish objectives.

### WORK HISTORY

**Fulfillment Centre Ship Clerk** Oct 2018 to May 2020

**Amazon Fulfillment Centre YYZ4, Brampton, Ontario, Canada**

- Manage receive and release of shipment trailers from ship dock.
- Examine incoming and outgoing shipments, reject damaged items and appropriately record any discrepancies.

### Red Spot Dispatch

**Bexley, Sydney, Australia** Oct 2013 to Sept 2015

- Coordinating drivers, equipment, and crews across various field locations.
- Maintaining records of mileage, fuel use, repairs, and other expenses.
- Participating in staff meetings to exchange useful information.
- Using specialist software to dispatch drivers and equipment.
- Resolving all matters relating to Drivers in a fair and expedient manner.
- Liaising with drivers and the maintenance department to arrange spare vehicles.
- Ensuring that repairs are completed to vehicles on time.

### Sahi Realtors

**Dec 2015 to Dec 2017**

**Real Estate Company, Patiala, Punjab, India**

- Creating and negotiating the terms of a commercial or residential lease.
- Manage property expenses and perform bookkeeping duties as needed.

### Manager BP

**Jan 2011 to Sept 2013**

**585 Bunnerong Road, Matraville NSW 2036**

**Sydney, Australia**

- To make sure that shipments of gas arrive on schedule, and depending on the facility to keep food stocked, oversee the car wash or garage.
- Plan and promote the daily schedule of employees and the business, interview, hire, and coordinate employees, create and maintain budgets, and coordinate with and report to senior management in the company.
- Communicate effectively in front of a group of employees or in a meeting with management.
- Handle cash & console, bank related affairs.
- Order all store products as per buffer.