

NAVJOT SINGH

PROFESSIONAL SUMMARY

Dedicated to offering exceptional assistance to team members and clients. Skilled at coordinating appointments, organizing mail and collecting messages to facilitate office communication. Positive and upbeat with strong relationship-building abilities.

SKILLS

- Shipment Palletization
 - Supply Ordering
 - Cycle counting
 - Operations Support
- Loading and unloading
 - Heavy Equipment Operation
 - Order Fulfillment
 - Materials handling and transport
- Shipping and receiving
 - Microsoft Excel Mastery
 - Data entry experience
 - Microsoft Word Mastery

WORK HISTORY

WAREHOUSE WORKER 12/2023 to 02/2024
Tforce, Mississauga, ON

- Enhanced warehouse efficiency by implementing effective inventory management and organization systems.
- Reduced order processing times with streamlined picking, packing, and shipping procedures.
- Improved workplace safety by conducting regular inspections and addressing potential hazards promptly.
- Increased accuracy of inventory records through meticulous documentation and regular audits.

LANGUAGES

English

Full Professional

AVAILABILITY

Available all week including weekends

EDUCATION

Algoma University, Brampton
Bachelor of Science, Computer Science, Expected in 04/2026