**Paramjit Singh**

Post Applied:Warehouse supervisor/Assistant

Objective

Being an administrator and as a highly committed team player with strong conceptual knowledge in different fields in office managements. To track, control and present accurate records to the higher management and clients. Maintain exceptional written and verbal communication skills with problem solving abilities.

Work Experience as mentioned under

CURRENT FIELD - MATERIAL CONTROL SUPERVISOR (June 2010 up to Now) in

Duties Assigned:

 Coordinate procedures for the flow of operations to maximize customer satisfaction and Coordinates Materials issued, packaged and shipped with the corporate offices, contract sited or other specified destinations

 Prepares finished products for shipment or storage by placing materials in inventory or shipping containers

 Verifies materials or merchandise against received documents

 Notes and reports discrepancies and/or damage to materials

 Maintains records and provides traceability of documentation through the company accounting or tracking system

 examines stored materials and reports deterioration and damage

 Removes materials from inventory and prepares for shipment

 Creates detailed daily, weekly and bi-weekly reports for IT in tracking materials received and accepted

 Monitors parts and components quantities received from vendors and identifies problem areas

 Inputs pertinent data from receipt and acceptance, to quality inspection, to inventory, into appropriate tracking system modules

Educational Qualifications

Middle standard in (1987-86)

Senior secondary (+2) (1993-94)

Diploma in Application management in computer (2002-03)

Computer Skills:
Operating system: Win 95, NT. 2000, 2002 and XP, MS Office (word, Excel, power point, MS Access), Microsoft Outlook and having a good command over the internet.

Worked on PTS (Property Tracking System) from Dec 2005 to Jan 2007

Worked on STEAM (Strategic Tactical Enterprise Asset Management) (MAXIMO) from

Feb 2007 to 18th February 2008.

Awarded Achievements

Certification of Appreciation from Project Manager (Kellogg Brown & Root).

 Certification of Completion of STEAM (Strategic Tactical Enterprise Asset Management) (SQL Software)

Certification of Security Awareness Training and Education Program 2006 (KBR)

Certification of Appreciation from Kellogg brown and root T-site southern Iraq

Languages Known

 English, Punjabi, Hindi

Personal Information

Gender : Male

Civil Status : Married

Religion : Sikh

Date of Birth : 10th of April 1970

**Job Seeker First Name / CV No: 1800198**

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