*** CURRICULAM VITAE***

Malkit

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**Objective:**

* I aspire to work in challenging environment where I can implement my skill. I want to see myself as a person rising in the field through hard work and continued enhancement of my skills.

**Skills, Abilities and Strengths**

* Sincere, Honest, Positive attitude, punctuality, self-confident, reliable, meet deadlines.
* Motivated and results-oriented; thrives in deadline-driven, high-pressure situationsHighly organized
* Possess over 4 years of some type of customer service
* Excellent problem solving and good analytical skills
* Independent as well as team working capabilities and a quick learner

**Expertise**

* Self-motivated achiever with demonstrated experience in warehouse labor. E exceptionally strong communication skills, time management and organizational skills. Works well under pressure and with all levels of an organization. Basic PC and office skills, including knowledge of Microsoft Office, data entry and proprietary inventory programs. Enthusiastic with warehouse industry

**Professional Experience**

**Computer’ teacher (Batala) India.**

**2007 to 2008**

* Computer’s teacher BIT ‘N’ BYTE from June 10th 2007 to 10th June 2008.

**Warehouse Materials controller and Document controller (Kirkuk) Iraq.**

**2008 to 2010**

* September 2008- Aug 2010 Warehouse Materials controller and Document controller for Kellogg, Brown & Root **KBR Inc.**
* Efficiently handled all daily accountability of various types of equipment
* Submit daily reports to Operations Day Shift Manager utilizing Microsoft Excel
* Review and Conduct Updates in Strategic Tactical Enterprise Asset Management (**S.T.E.A.M**).
* Shipp & Receive materials and materials inventory and adjustment.
* Submit all paper work for shipping materials. (Shipping Document, Issue ticket and transfer tick).
* Document control (Track of transactions that may be auditable by USA Government)
* -Documents Downloading / Uploading using various site and FTPs given as under:
* Document Distribution via ECM/PCM (Lotus Note software) for Internal and External Documentation.
* Preparing WPR & MPR for all the Projects and maintaining records.
* Preparing / Maintaining Records of MDR, DCI, DTN, Correspondence Log registers, Outgoing / Incoming deliverables.
* Maintain Hard & Soft copy of all the deliverable / transmittal, Documents like GADs, Alignment Sheets, Datasheets, Specifications, Requisition, Plot Plans, Layouts etc for all the
* Shrink wrap pallets, label, and put in proper location for shipping.
* Make deliveries to customers and pick up supplies.
* Pull orders to be delivered to customers
* Taking of annual inventory
* Loaded and unloaded goods using hands, pallet jack, or forklift truck.
* Shipped orders via UPS, DHL, FedEx and freight services.
* Received, stored, and kept records of items stored.
* Performed daily inventory management duties consisting of: cycle counting, RF scanning, maintained database records and systems; in addition to quality control, damage inspections and the processing all invoices & RTV’s (return-to-vendor), etc.
* Responsible for material handling, Shipping and Receiving, inventory control, data entry; & assisting our customers, vendors, & contractors.

* Keep area safe, clean, and organized.
* Handled all material returned by customers, determined product status, and stocked or returned material to its original vendor.
* OSHA record –keeping.
* Safety & Health Training.

**Warehouse Manger ( I.O.C.L Panipat Refinery Haryana) Jan 2011 to oct2015:**

Apr 2011 to Sept 2015 WAREHOUSE MANAGE for Punj Lloyd Ltd. Co. **( I.O.C.L Panipat Refinery Haryana)**

**Responsibilities;**

Responsible for organising the warehouse areas, making the best and most efficient use of space, and managing the day to day activities of warehouse staff and drivers.

* Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse.
* Maximising space usage within the warehouse.
* Looking after the transportation of goods into and out of the warehouse.
* Implementing specific customer packaging requirements.
* Repairing warehouse equipment breakdowns.
* Shipment loading and transferring.
* Working with supervisors to improve staff performance.
* Setting aside storage areas for new stock.
* Complying with all Health, Safety and Environmental standards.
* Keep unauthorised persons out of the warehouse.
* Developing and implementing SOPs for the warehouse.
* Facilitating effective communication within the team and across the site.
* Investigating any inventory losses.
* Operating automated warehouse storage and retrieval systems.
* Being on call for any emergencies.
* Planning future warehouse capacity requirements.
* Maintaining accurate staff attendance records.
* Ensuring products are stocked correctly and safely.

**Logistics manger Nov 2015 to present**

**Logistics manger Nov 2015 to present for AL Malhi transport ( U.A.E)**

**Responsibilities;**

* Negotiation with Logistics companies and local authority on LTL,TLShipments.
* Working closely with the Sales team to establish pricing parameters and verification of freight charges as it pertains to contractsFAK’setc.
* Experience in packing and shipping and receiving and freight tracking inventory control.
* Rating of International shipments as it pertains to Homeland Security Issues etc.
* Managing and training of staff in all Operation’s of Logistics.  
  Procurement, warehousing, materials systems, Weights and Research.
* Six Sigma Yellow Belt, Working closely with 3pl’s to establish base pricing.
* Ensuring appropriate and accurate shipping and storage of all freight, including transit and imports and exports.
* Supervising and Training Weights and research team.

**Educational Qualification:**

* 10th from Punjab School Education Board (From- 2003 to 2004)
* 12th from Punjab School Education Board (From- 2005 to2006)
* One year Diploma in Computer Hardware & Net Working from TCIL-IT Batala (From- 2006 to 2007)
* BBA (Bachelor of Business Administration) from Annamalai university (from- 2010 to 2013)

**Software Knowledge**

* **SAP** (Systems Application Product
* **(S.T.E.A.M)** Strategic Tactical Enterprise Asset Management
* Microsoft Word
* Outlook

***Personal Details:***

* Name : Malkit
* Nationality : Indian.
* Date of Birth : 15-Jul-1989.
* Gender : Male.