**PRABHDYAL **

E- mail: [prabhdyal-394709@2freemail.com](mailto:prabhdyal-394709@2freemail.com)

**SKILLS AND PROFICIENCIES**

* Excellent interpersonal and communication skills
* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Expert knowledge of handling administration and paperwork
* Skilled in bookkeeping and preparing statistical and financial records
* Thorough insights in overseeing stock levels and ordering supplies
* Proficient in assigning duties and scheduling shifts
* Ability of recruiting, training and supervising staff
* Expert marketing skills to promote business

**EDUCATION QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| School/Uni.Name | Country | Qualification | Year |
| Raffles Academy | SINGAPORE | NITEC ACCOMODATION | 2008 |
| Raffles Academy | SINGAPORE | DIPLOMA IN HOTEL MANAGEMENT | 2008 |
| Punjab Technical  University | INDIA | POST GRADUATE DIPLOMA IN  COMPUTER APPLICATION | 2006 |
| Govt. Brijindra Collage | INDIA | B.A(ARTS) | 2005 |

**EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Country | year | Designation |
| SINGAPORE | 2011-2015 | Operation &Admin  Manager |
| SINGAPORE | 2009-2011 | Food & Beverage  Manager |
| SINGAPORE | 2008-2009 | Industrial training |
| INDIA | MARCH 2015- APRIL  2018 | LOGISTIC MANAGER |
| SINGAPORE | 2018- AUG-2019 | LOGISTIC ADMIN / DATA  ENTRY OPERATOR |

**Responsibilities**

 Plan shipments based on product availability and customer requests

 Track orders to ensure timely deliveries

 Prepare shipping documents (like invoices, purchase orders and bills of lading)

 Coordinate our supply chain procedures to maximize quality of delivery

 Schedule shifts for our drivers and warehouse staff

 Maintain updated records of orders, suppliers and customers

 Oversee the levels of our warehouse stock and place orders as needed

 Provide information to customers about the status of their orders

**Occupational Health & Safety**

* Ensure safety procedures are followed to prevent injury
* Provide a safe work environment for employees and customers
* Ensure all accidents are reported as per company process

**Customer Services**

* Promote & encourage a high level of customer service amongst employees
* Provide a high standard of customer service in dealing with sales, inquiries and complaints
* Handle unresolved and/or escalated customer complaints

**Key Challenges**

* Maintain high personal standards in both presentation and work habits
* Strategic thinking with planning and alignment
* Inventory management
* Compliance and process focused