

RESUME

BALJEET SINGH

V. & P. O. ASAOTI , Distt. PALWAL (HR.)

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APPLICATION FOR THE POST OF :- SENIOR SUPERVISOR STORE

Self-motivated, results-driven Warehouse Professional with keen analytical skills and demonstrated ability to manage priorities and deliver results within strict time and accuracy requirements. Efficient, thorough, persistent and accountable. Valued for individual and as a collaborative team member.

Education Qualification :

Year	Name Of Board / University	Marks	Education	Division
Passed			Qualification	
1992	Board of School Education Haryana	330 / 600	Matric	Second
1994	Board of School Education Haryana	232 / 600	12 th .	Second
1997	Bombay Hindi Vidyapith , Bombay	389 / 700	B. A.	Second

Computer Skills :- (M S Office), E. R. P.(Farvision ,Oracle 11G , Epicore), S. A. P.

Special Achievements :-- Certificate Course in Job Hazard Analysis , Manual Handling , Chemical Handling Awareness & Basic First Aid & C.P.R. from ENERTECH , QATAR

1 COMPANY NAME : S. S. Contractor , Piyala, Faridabad (HR.)

Client :-- Indian Oil Corporation Ltd. ,(Lube Oil Blending Plant, Asaoti, HR.)

Designation : (Warehouse and Logistics Executive)

Duration : (10 May, 2021 to till date continue.)

Company Profile :- Indian Oil Corporation Ltd. (IOCL) is India's flagship national oil company with business interests straddling the entire hydrocarbon value chain – from refining pipeline transportation and marketing of petroleum products to exploration & production of crude oil & gas marketing of natural gas and petrochemicals .Their portfolio of brands includes Indane LPGas, SERVO Lubricants, XTRAPREMIUM diesel and Propel Petrochemicals .It was established in the year 1959 as Indian Oil Company Ltd.

Job Profile –Planning of Loading and Offloading of Lubricant oils, Product SN 150 & 70, H-500, LDO, SPL ,U-Base4 ,ST 1410,1604,1678,1599 ,D 1404, 05, 07, Product Ultra , & Additives from Tankers and other materials in the Store. Loading and Offloading of Tankers , Jerricans and M.S.Barrels & PVC Barrel 210 Ltr& 50 Ltr.,PVC Bucket 10 Ltr.& 20 Ltr. PVC Can 1Ltr. 3 Ltr. 5Ltr., Carton Box , Printing Stikers with the Forklift in the store. Secures loaded trucks by sealing doors or ensuring that seals are in place and that all required paperwork and packing slips are in order and included in the shipment .Veryfing the quantity and weight by weight slips .Maintaining Receiving Register and Dispatch Register in the store .Physicial counting of Barrels in the store. Making stock status report in the month ends. Making other documentations in the store .Coordination with transporters . Follow up pending Purchase Orders . Training to new subordinates in the store . Maintaining Housekeeping ,security and safety in the store.

2 COMPANY NAME

: Era Constructions (India) Ltd.

DURATION

: 02 Dec. 2019 To 20 April , 2021)

Project	: Residentials Buildings & Bridge Work
DESIGNATION	: STORE MANAGER
3 COMPANY NAME	: Qatar National Plastics Factory, Qatar
DURATION	: (15 May 2019 to 28th. July 2019)
DESIGNATION	: SENIOR SUPERVISOR STORE
Job Profile :--Receiving production materials from vendors and making production report of finished goods . Making stock insert in system .. Making coordination with transporter and drivers . Making material stock card (Bind card) item wise . Making stock status report in the month end. Classification and segregation of all types of pipes and fittings in the store . Making proper balance between physical quantity and computerised quantity . Making Delivery Note in the store .Providing proper training to new incoming staff in the store . Making coordination with top management .	
4 COMPANY NAME	:Ashoka International Pvt. Ltd., Faridabad
DURATION	(Aug.17-Dec.17) (6 April 2018 to April 2019)
Stockist Of	: Electrical & Electronics Home Appliances
DESIGNATION	: STORE INCHARGE
5 COMPANY NAME	: I. R. M. Offshore Services , QATAR .
Client	: QATAR PETROLEUM
Designation	: (Store Keeper) 01/01/2018– 20/03/18
Job Profile :- Materials should be checked with P.O. text and specifications. Segregate materials based on type,size,weight and shape .Zebra Label is must for each materials . Ensure proper preservation. Ensure availability of Test Certificate ,T.P.I. and Conformity Certificate if stated in the P.O. and same to be uploaded in the S A P System as well. Any material subject to Expiry , Manufacturer date must be captured while raising goods receipt .Place heavier materials close to floor with lighter and smaller material stored on higher & middle row of shelves / racks .Small parts should be stored in plastic container and ensure space optimization / utilization while placing materials in Bins . Storage areas are kept free from accumulation of materials that could lead to tripping , fire , explosion or Pest Infestations.	
6 COMPANY NAME	: P. S. Associates Const. Pvt. Ltd. Delhi
Project	: Residentials Buildings & Bridge Work
DESIGNATION	: STORE INCHARGE
DURATION	: (27Aug. 2014 – Aug. 2017)
7 COMPANY NAME	: J. Kumar Infraprojects Ltd. Bombay .
Project	: Roads & Bridge , Residential Buildings
DSIGNATION	: STORE- OFFICER
DURATION	: (03 Jan. 2013 - 20 Aug. 2014)
8 COMPANY NAME	: C. W. G. India Pvt. Ltd. Faridabad (HR.)
Stockist of	: Housekeeping Materials & machines
DESIGNATION	: (Astt. Store –Kepper)
DATE	: (30/06/ 2010- 05/12 2012)
9 COMPANY NAME	: Sterling Tools Ltd. Faridabad (HR.)
DESIGNATION	: Astt. Store Keeper
Duration	: (24 Aug. 2005 - 07 April 2010)
10 COMPANY NAME	: Polymedicure Ltd ,Faridabad (HR.)
Manufacturer	: Health Disposables
DESIGNATION	: Asstt. Store Executive
DATE	: (01/11/ 04 -10/07/2005)
11 COMPANY NAME	: Alpha Const. PVT. Ltd. Gurgaon(HR.)
Project	: Roads & Bridge , Residential Buildings .
DESIGNATION	: Astt. Store Keeper (4 Jan 1997– 10 Aug.
DATE	: (4 Jan 1997– 10 Aug. 2004)

DUTIES AND RESPONSIBILITIES :--

Checks availability of stock in the site store and all sites stores against Demand Bulletins before forwarding either to Stores Section Head or to Procurement Department for requesting items from other sites and / or before proceeding to Purchase from market or Indent . Manages stocks according to Manufacturer's recommendations.

Ensures that Q.A. / Q.C. personnel (whenever necessary) approves and section head accepts and signs the delivery notes and / or invoices, prior to stamping and receiving items purchased from market.

Check description, Parts No. & U.O. M.while receiving and issuing materials Secures loaded trucks by sealing doors or ensuring that seals are in place and that all required paperwork and packing slips are in order and included in the shipment.

Track orders using Transport Management System(barcodes and tracking) Coordinate with warehouse and distribution team members to ensure proper storage and distribution of products.

Analyzing, monitor and report on Transportation costs, Goods Return report Ensure all documents are properly prepare, filed when required.

Manage warehouse and logistics personnel by ensuring that the tasks in their areas are executed as planned in an efficient way and with the right quality.

Planning and organizing daily distribution and activities related to this.

Manage all operations within the warehouse, e.g. receiving Goods return and packaging, and controlling Certificate of Analysis, safe storage, counting and distribution.

Fully knowledge of Weight Bridge Machine and Fork Lift operations .

Proper stacking of Cement Bags in Store and Steel Bars dia wise in SteelYard Receiving of Angles,Channels,Wire Mess , Steel Plates, M.S.Pipes, Round Bars etc.

Controlling Inventory through various modules :-Safety Stock , Reorder Level ,Economic Order Quantity , Fifo and Lifo method and A B C Analysis

Total Work Experience :-- 22 YRS.

Father's Name	: Sh.RamKishan
Date of Birth	: 01-01-1976
Marital Status	: Married
Language Known	: Hindi , English
Passport No.	: S 2430021
Salary Drawn	: INR /- 20000
Salary Expected	: As per company norms
Notice Period	: 15 Days

I have declare that all statements are true to the best of my knowledge and belief .

Place :- INDIA

YOURS

Date :- Year 2022

(BAL JEET SINGH)

COVER LETTER

Dear Sir / Madam,

I am Passport Holder from India & Graduate with 22 yrs. Experience as a SENIOR SUPERVISOR STORE in Oil and Gas, Logistics, Constructions, Electronics Home Appliances, Plastic pipe & fittings, steel fabrication, Packaging and Manufacturing companies in INDIA & QATAR. I have fully knowledge of S. A. P . , E. R. P., M. S. Office and Tally 7.2 version. I can work under pressure and difficult circumstances. Leveling and Marking the materials with proper codes & maintain record of issue materials & Bin Cards in stores and locating the materials in stores. Supervising the receipt, inspection, binning storage, preservation and issue of wide range of materials for production and maintenance departments. Maintaining the accuracy of all inventories, manages warehouse and inventory costs, issues delivery orders, conducts stock take and maintains records, optimises location capacity and stock placement efficiency .**Contact**:+919671752908 (WhatsApp, Google, IMO,DUO,Zoom) Baljeetsingh111976@gmail.com ,

<https://www.linkedin.com/in/baljeet-singh-324983167>.

<https://www.facebook.com/profile.php?id100010698993113>

ACTIVELY READY TO RELOCATE AS A Senior Supervisor Store ANYWHERE IN THE WORLD.