

CURRICULUM VITAE

ARJUN SINGH

Mob- +971 528054238

E-mail id: arjunsinghldn1@gmail.com



Objective:

Professional Secretary Cum Document Controller with over 5 years of experience managing daily administrative support tasks and operations in Construction and Warehouse industry. Well-organized, quick learner committed to delivering high-quality results. Adaptable and versatile worker providing excellent customer service within dynamic environments.

Tasks:

• Warehouse Assistant	• Secretary work	• Document Controller	• Account Assistant	• Logistics Assistant
• Transport In-charge assistant	• Port Supervisor	• Storekeeper	• Warehouse Clerk	• Inventory Controller

EXPERIENCE

17-Feb-2020 to Currently Working

Plant Secretary cum Document Controller

Eagle Electromechanical Co. L.L.C. Dubai

Responsibilities:-

- (1) Preparing expenses sheet from monthly invoices.
- (2) Preparing daily attendance sheet for all staff and plant worker.
- (3) Making LPO for supplier to deliver requested material.
- (4) Handling supplier calls and email regarding delivery and payment.
- (5) Dealing with Third Party Certificate Company to renew third party certificate for operator, equipment, and supervisor.
- (6) Requesting Third Party Company for equipment service and coordinating with them until job complete.
- (7) Making Leave Application, Material Transfer Note, Internal Memo, Invoices, Resignation Letter, Tradesman Transfer Note, Equipment Weekly Report, Diesel Reports, Daily Equipment & Vehicle Report, Monthly Attendance Report and other report as per site request.
- (8) Maintaining filing and document in racks and drawers.
- (9) Maintaining ENOC VIP system reports (Requesting New VIP TAG, Cancellation, VIP Change etc.).
- (10) RTA Online Portal Work (Checking & Paying Fines, Vehicles Registration Renewals, Heavy Vehicles / Equipment's Permits).

17.09.2017 TO 30.05.2019

WAREHOUSE ASSISTANT

THALES DOHA METRO PROJECT (MPH)

DOHA (QATAR)

Responsibilities:-

- (1) Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- (2) To follow-up overall inventory management.
- (3) Taking physical inventory once a month to cross check with the monthly inventory report.
- (4) Materials receiving and prepared MRR Bin card, SIV issue & reporting of stock. Ensure development and management of materials planning functions, Create item specific forecasts over a lead-time to be used for effective and efficient inventory management.
- (5) Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items; Responsible for store keeping, documentation & record keeping.
- (6) Forward required documentation to corporate or unit purchase depending on the nature of item to be procured;
- (7) Generate Materials Received Report (MRR) on a timely basis. Input production data according to purchase order in computerized inventory system. Participate in physical inventories by counting stocks.
- (8) Knowledge in various types of commercial activities such as inducing procurement, export-import, banking and L/C.
- (9) Correspondence with Foreign Suppliers via E-mail, usage of Internet.
- (10) International & Local Procurement Process for Raw Materials.
- (11) Sourcing of new suppliers & sampling, testing and approval for new development.
- (12) To ensure goods keep by first in first out method **(FIFO)**.
- (13) Proper goods distribution/supply chain maintain and follow up.
- (14) Goods delivery schedule maintain according to delivery order qty.

30.10.2014 to 30.01.2017

PORT SUPERVISOR

MAHESWARI BROTHERS GROUP (IMPORT AND EXPORT) MUMBAI, INDIA

Responsibilities:-

- (1) Receiving material from supplier and keeping in right place.
- (2) Informing customers about material and giving them information about goods.
- (3) Arrange transport for shifting material.
- (4) Making bills and submitting to HR office for billing.
- (5) Monthly inventory and checking discrepancy in stock.

QUALIFICATION DETAIL

Professional Qualification:

- **DCA- DIPLOMA IN COMPUTER APPLICATION**
- **RKCL- V.M.O.U Kota Rajasthan**
- **NSDC- RETAIL MANAGER PLUS**

- **LIFTING SUPERVISOR DIPLOMA**

Educational Qualification:

- **B.COM (GRADUATION) - 2016**
Maharaja Ganga Singh University, Bikaner, Rajasthan
- **Senior Secondary (10+2) Year - 2012**
Board of Secondary School, Ajmer, Rajasthan
- **Secondary School Year - 2010**
Board of Secondary School, Ajmer, Rajasthan

Computer Skills:

- Operating System: Windows 98, 2000, XP, 7, 8.1, 10 & Linux.
- Software Package: MS- Office XP(Work, Excel, Outlook & MS Office Tools)
- Accounting Package: Tally (all versions)
- Network : LAN, Internet (all Internet applications)
- Hardware: Good Knowledge of Assembling and All Software Installation.
- Excellent command over computerized system

PERSONAL DETAILS

Present Address	Dubai Investment Park – 2, Dubai, UAE.
Date of Birth	01-01-1996
Marital Status	Single
Nationality	Indian
Passport No.	P7201699
Languages Known	English, Hindi, Arabic.

DECLARATION: I hereby declare that all the above given information are true to the best of my knowledge and belief.

Place: Dubai

ARJUN SINGH