

CURRICULUM VITAE

HARKIRAT SINGH COMPUTER ENGINEER/STOCK ANALYST

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Personal Information

Nationality	:	Indian
Date of Birth	:	06.Dec.1994
Gender	:	male
Marital Status	:	Married
Languages	:	English, Hindi, & Punjabi

Objective

Dedicated Stock analyst experience in all aspects of material management, arrangement and documentation works in High Rise Towers and Hotel projects in UAE. Forward thinking professional having passion for learning new and developing existing skills. I enjoy problem-solving using established analytical methods and engineering principles.

Strengths

- Positive thinking.
- Like to do challenging work.
- Capability to work with team.
- Ready to learn new ideas and technical knowledge.

Educational Qualification

Technical: 3 YEARS ENGINEERING DIPLOMA IN COMPUTER ENGINEERING

Institute: PUNJAB TECHNICAL UNIVERSITY, JALANDHAR, Punjab (India)

Computer literacy

- MS Office (Word, Excel)
- MS Project
- Operating System – Windows (all versions)

Work Experience

From JUNE. 2014 – SEP. 2016

Employer: DAMPCARE COMPANY,INDIA

Designation: STORE INCHARGE

Work nature: Responsible for handling overall store material.

From Oct. 2016 –Nov. 2021

Employer: ASGC Construction Group, UAE

Designation: Stock Analyst

Work nature:

- Maintained store facilities to ensure smooth functioning- Made arrangements And placed orders for new stock and supplies whenever necessary.
- Responsible for upkeep of various appropriate records of materials received.
- Received deliveries of new equipment and ensured that all supplies were in proper order – stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
- Issued supplies as per the demand of the clients and maintained records of payments.
- Reported to the line manager on a regular basis regarding the need demand of materials so that the future order could be placed accordingly.

JOB ACTIVITIES

- To exercise general control over the activities in the store department.
- To ensure safekeeping both as to quality and quantity of materials.
- To initiate purchase requisition for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
- To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
- To check and receive purchased materials forwarded by the receiving department and to arrange the storage in appropriate places.
- To reserve a particular material for a specific job when so required.
- To issue materials only in required quantities against authorized requisition notes/ material lists.
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

PROJECTS

- The Signature Residence JLT.
- Expo Route2020 Metro.
- Hilton Garden Inn & Embassy Suites.
- Primo A4 Residential Tower Downtown

Industrial Training

- Inventory Oracle database diploma, Dubai, 2016
- Warehouse management course from blue ocean academy 2017