

HARKIRAT SINGH

PERSONAL DETAILS

Ajman,UAE

kirat891@gmail.com, +971565299072/0525731780

Date of birth: December 6th, 1994

Place of birth: Punjab, India

Driver's license: I have valid UAE driving license

Gender: Male

Nationality: Indian

Civil status: Married

EDUCATION

3 YEARS ENGINEERING DIPLOMA IN COMPUTER ENGINEERING

Apr 2011 - May 2014

PUNJAB TECHNICAL UNIVERSITY, Jalandhar

EMPLOYMENT

STORE INCHARGE

Jun 2014 - Sep 2016

DAMPCARE COMPANY, Ludhiana

Responsible for handling overall store material

Stock Analyst

Oct 2016 - Nov 2021

ASGC Construction Group, Dubai

- 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.

SKILLS

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

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

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LANGUAGES

English, Hindi, & Punjabi, Basic Arabic

HOBBIES

■ Singing, reading books

CERTIFICATES

Industrial Training

Oct 2016

- Inventory Oracle database diploma, Dubai, 2016

Industrial training

Oct 2017

- Warehouse management course from blue ocean academy 2017

QUALITIES

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

PROFILE

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.

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.

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