

Harwinder Singh

(+1-289-237-1227)

Respected Employer,

If you are looking for a reliable, hardworking, and friendly addition to your staff, kindly accept this resume for the job application with your company.

I would like to offer the following skills and attributes:

- Follow instructions carefully and completes tasks thoroughly.
- Provide courteous and timely service.
- Capable of working in any weather conditions.
- Quick learner and eager to develop new skills.
- Trustworthy and reliable.

Qualification and Professional Development:

- I. Forklift / Material Handling Equipment (MHE Licence-Reach, Counterbalance, Order picker, Turret and Walkie)
- II. WHIMIS and TDG certifications
- III. Standard First Aid with CPR-C and AED
- IV. Well Introduced to softwares for shipping, inventory, sales, and service such as GWS, TMS, Windward, Clearview- Quick Service and Shopkey Management
- V. Sufficient knowledge of Microsoft Office tools namely word, excel and other internet related applications.

Education:

- I. 2018 – Mohawk College
 - a. Motive Power Technician
- II. 2015 – High School
 - a. General Science

Employment Experiences:

- I. September 2023- Material Handler / Forklift Operator -Grissin Bon
 - a. Ensuring compliance with all procedures & standards for safety, food quality, cost-control, waste management and daily organisation of warehouse.
 - b. Performing daily pre-shift inspections and operating material handling equipment in a safe manner.
 - c. Load, unload, and move products and materials by hand or using counterbalance forklift, reach truck and/or basic material handling equipment.

- d. Transfer Flour and other materials from transportation vehicles to bins or other storage areas and verifying pallets being delivered are using correct Pallet ID, Lot and Item Code and communicating unforeseen changes due to customer requests.
- e. Performs material handling activities such as counting, weighing, sorting, packing and unpacking, opening containers and crates, filling warehouse orders, assisting in taking inventory.

II. March 2021 – September 2023- Warehouse III (MHE) - UPS Supply Chain Solutions

- a. Waving and picking orders using Global Warehousing System (GWS) and RF scanner for pharmaceutical companies and doctors.
- b. Checking picked orders for quantity, quality, and expiration dates.
- c. Packing Client's orders according to required temperature and packaging criteria.
- d. Shipping LTLs and small-pack orders using various shipping services (such as UPS, ATS and Purolator) by applying appropriate labels, filling truck logs, order summary sheets, actuating Temperature Monitoring Devices.
- e. Following up on Client emails, preparing daily and end-day reports, cancelling and modifying any order changes in the system.
- f. Using Material Handling Equipment for maneuvering medications from receiving and storage areas to production floor and for replenishments.

III. July 2018 – February 2021 –Warehouse Associate/ Sales - Hometown Furniture

- a. Providing customers with great experience with any inquiries, suggestions, or complaints.
- b. Liaising with transport companies, suppliers, and their sales representative to manage inventory, special orders and to keep up with the stock levels in the warehouses.
- c. Assisting deliveries and helping in assembling all sorts of furniture and installing power beds, power couches and appliances.

Thank you for your prestigious time and consideration. I am available for the interview at your priorities.

Yours sincerely,
Harwinder Singh