# ***PROFESSIONAL SUMMARY***

# Contact Info.

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|  | 4 Joseph Street, Brampton, ON |
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# ***Skills***

Office Management, Team leading, Communication, Building Relationships

Team player, Human Resource Knowledge, Basics of Microsoft office (Word, Excel, PowerPoint)

# ***Education***

**Currently pursuing Post Graduate Certificate in Global Project Management - Loyalist College Toronto**

# ***ACHIEVEMENTS***

Awarded best student of the year in 2010.

2nd highest in senior secondary in school.

***VOLUNTEER WORK***

International student ambassador-Loyalist college-November 21- January 22

Organized and was part various college activities.

Class representative at loyalist college.

**Knowledgeable in forklift preventive maintenance, inventory systems, OSHA regulations and workplace-safety best practices.**

# ***Work Experience***

## Forklift Operator

## National Logistics Services August - 2021 to June - 2022

## Work Responsibilities

**Responsibilities:**

* Drives sit-down and stand-up forklifts, and other industrial vehicles such as cherry-pickers and automated pallet jacks as needed.
* Moves hazardous materials.
* Maintains clean work area.
* Pallet building and pallet picks.
* Loads goods onto conveyer belts.
* Stacks crates, pallets, lumber, or other material.
* Ensures the safe and efficient movement of goods.
* Follows safety regulations and company guidelines.
* Checks that loads are centered and properly stacked.
* Determines when repairs need to be made on equipment.
* Rotates stock so that oldest items are shipped or sold first.

**Forklift Operator :**

**Ingram Micro**

 **June - 2022 to September 2022**

**Work Responsibilities**

* Loads and unloads product from and onto tractor trailers, rail cars, and cargo ships.
* Quality assurance (QA) duties, including reporting product damage and shortages.
* Utilizes radio frequency (RF) scanning equipment to track inventory.
* Shrink wraps goods or otherwise secures them and prepares them for transport.
* Weighs and records weights of products.
* Analyzes productions schedules to determine timely transportation of materials and products.
* Documents arrival, departure, and movement and storage of goods, checks trucking manifests and bills of lading, maintains inventory, and tracks fulfillment of customer and vendor orders.

**Order Picker and Reach Operator**

**TSC SEPTEMBER 2022 - Present**

**Languages & Other Interests**

English, Hindi, Punjabi .