



Sandesh Singh

Nationality: Nepalese **Date of birth:** 28 Oct 1998 **Gender:** Male

Phone number: (+977) 9744389183

Email address: sandeshsingh281098@gmail.com

LinkedIn: <https://www.linkedin.com/in/sandesh-singh-8b43a6223>

Home: LALPUR,05 ATTARIYA, 10900 KAILALI (Nepal)

ABOUT ME

To seek a career position in a progressive and growing firm that can take advantage of my extensive skills and experience for the growth and betterment of the organization. In turn it will help me to develop my existing skills and experience. Experience and Knowledge can be effectively and fully utilized in the industry, goal-driven, motivated, consistent, and hard working with strong safety wasteful shifts and unneeded payroll expenses. Constantly working to improve the quality of the staff with tips and suggestions to help.

WORK EXPERIENCE

WORKED AS AN ASSOCIATE AT MART

D-MART (Retailer Corporation) [10 Sep 2019 – 25 Oct 2021]

City: Mumbai

Country: India

- Receiving merchandise.
- Packing & Labeling the products.
- Stocking shelves, and helping place orders.
- Prior experience working in warehouses, stockrooms, and other storage facilities a plus Check in all deliveries on a daily basis.
- Ensure all products are properly checked in, rotated, and organized on a daily basis.
- Maintain a detailed working knowledge of dry goods, paper products, chemical supplies, and food and beverage items.
- Deliver goods to appropriate departments within the property.
- Maintain records and stock levels of goods.
- Organize and maintain cleanliness standards of storerooms, coolers, and freezers.
- Unload Products from trucks.

WAREHOUSE ASSOCIATE WORKER

Rahul Electronics private limited. (Retail seller) [1 Nov 2021 – 30 Sep 2023]

City: Mumbai

Country: India

- Packaging Merchandise for Shipment.
- Organizing Stock's in the Warehouse.
- Loading and Unloading containers and Trucks.
- Lifting the Heavy weight of Products.
- Loading Merchandise in Trucks.
- Stockings incoming orders into shelves.
- Matching Quantities and item's being shipped against the Invoice.
- Packing products appropriately in accordance to safety protocol and procedures.
- Responsible for receiving, inventorying, storing, issuing of materials and other related items in the Warehouse.
- Ensure that Warehouse is clean and proper standards before closing.
- Make sure that every container is sealed.
- Pull order's from storage areas and compare them with order number.
- Check products to ensure correct work order and quantity.

EDUCATION AND TRAINING

Higher Secondary School Certificate

Siddhartha Collage Of Commerce And Economics [2016]

City: Mumbai

Country: India

Ms-Office Course

Kirti Computer Training Centre [2017]

City: Mumbai

Country: India

LANGUAGE SKILLS

Mother tongue(s): **Nepali**

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Nepali

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

MS Office(MS Word,MS Powerpoint,MS Excel,MS) / Google meet, Microsoft powerpoint / Google ADS & Facebook ADS / Google Drive / Google Doc's / Ms-Excel / Digital Skills: Digital Marketing

COMMUNICATION AND INTERPERSONAL SKILLS

Communication Skills

- Excellent written and verbal communication skills with staff and clients enhanced through work and confident, articulate and professional speaking abilities.

Interpersonal skills

- Caring about other peoples
- Team-work oriented.
- Organizational and planning skills
- Good listener and communicator
- Always Motivated
- Collaborating and working well together with others
- Clear communication skills
- Comforting people when they need it
- Conflict management and resolution skills

HOBBIES AND INTERESTS

Hobbies

- Learning New things.
- Reading Books.
- Leading Team.
- Playing cricket.

- Photography.
 - Traveling New Place.
-

I hereby certify that above mentioned statements are true and correct to the best of my knowledge and belief.

Sandesh Singh