



## Kulvir Singh

**Home :** 203-A, MOHI KHURD, PATIALA, 140417, Rajpura, India

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**Gender:** Male **Date of birth:** 15/07/1990 **Nationality:** Indian

### WORK EXPERIENCE

[ Nov-2015 to Sept-2017 ]

#### Supervisor

##### *XEAM Ventures Private Limited*

**City:** Patiala

**Country:** India

Multiple Team Handling, Achieving Targets self and Branch Targets, Identify all issues in team and provide continuous support to all members according to operating standards, quality control and improvement, inventory control, material management, Retention of staff, Team working, Attendance of the Branch, Reporting to HO.

[ Mar-2018 to Aug-2019 ]

#### Field Supervisor

##### *Coups international Hi-Tech Security Services Private Limited*

**City:** Rajpura

**Country:** India

- Acting as the main point of communication between the main field and the office.
- Managing the work schedules and time cards for all field staff.
- Providing leadership to on-site staff, sub-contractors, and other parties.
- Investigating and resolving customer complaints.

[ Sept-2019 to Feb-2021 ]

#### Material Handling Equipment (MHE) Operator / Forklift Operator

##### *Varuna Warehousing Pvt. Ltd.*

**City:** Rajpura

**Country:** India

- Use a MHE / Forklift to loading, unloading, Shipping and receiving warehouse items.
- Label and sort incoming and outgoing shipments.
- Relocate items within the warehouse or factory.
- Operate a forklift, winch, or other machinery used for transporting or shipping materials.
- Track inventory of incoming and outgoing items.
- Carefully handle and dispose of hazardous waste materials whenever necessary.
- Scheduling vehicles for maintenance and repairs.

[ Mar-2021 to Aug-2021 ]

#### Administration Supervisor

##### *Chitkara University*

**City:** Rajpura

**Country:** India

Oversee daily duties of employees to ensure that quality standards are being met and proper procedures are being followed

Give guidance to employees in handling errors, problems, complaints and/or disputes

Performance analyses of employees

Coordinate work schedules and duty assignments

Employee recruitment, including interviews and hiring

Perform orientations and/or schedule training as needed for employees

Interpret and explain work procedures and policies to staff

Perform employee evaluations and make recommendations on personnel actions, such as promotions or firing

Prepare and manage reports, manuals, correspondence and other documents using a database or word processing

Review records and reports relevant to payroll, production and other workplace activities for monitoring employee activities and evaluating performance  
Work with other supervisors to coordinate workplace activities with other departments, units or teams  
Implement company or departmental policies, procedures and quality/service standards  
Maintain records, including inventory, personnel, orders, supplies, and maintenance documentation

[ Oct-2021 to April-2023 ] **Material Handling Equipment (MHE) Operator / Forklift Operator**

**DM INDUSTRIES**

**City:** Rajpura

**Country:** India

- Use a MHE / Forklift to loading, unloading, Shipping and receiving warehouse items.
- Label and sort incoming and outgoing shipments.
- Relocate items within the warehouse or factory.
- Operate a forklift, winch, or other machinery used for transporting or shipping materials.
- Track inventory of incoming and outgoing items.
- Carefully handle and dispose of hazardous waste materials whenever necessary.
- Schedule vehicles for maintenance and repairs.

[ May-2023 to till now ] **H.M.V / H.T.V Driver**

**KHAIRA TRANSPORT CO.**

**City:** Rupnagar

**Country:** India

- Follow driving safety regulation and road signs
- Load and unload cargo carefully
- Arrive at the destinations by the stated deadlines
- Plan travel routes
- Communicate with warehouse employees

**Skills**

- Driving
- Load & Unload
- Safety
- Technical skills
- Communication
- Time management
- Focus
- Organization

**EDUCATION AND TRAINING**

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[ 01/04/2005 – 31/03/2006 ] **Matriculation Examination**

**Guru Gobind Singh Super Thermal Plant High School Nuhon Colony (Roop Nagar)**

**Address:** Nuhon Colony (Ropar), 140001, Ropar, India

[ 01/04/2007 – 31/03/2008 ] **Senior Secondary Examination**

**D. A. V. Pub. Sr. Sec. School, Roop Nagar**

**Address:** Roop Nagar, 140001, Ropar, India

[ 01/04/2008 – 01/05/2011 ] **Bachelor Of Computer Application**

**Chandigarh College of Technology, Landran**

**Address:** Landran, Mohali, 140307, Mohali, India

[ 01/03/2011 – 01/04/2014 ] **Master Of Computer Application**

*Chandigarh Engineering College ( Deptt. Of Computer App. ), Landran*

**Address:** Landran, Mohali, 140307, Mohali, India

## **LANGUAGE SKILLS**

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**Mother tongue(s):** Punjabi , Hindi

**Other language(s):** **English**

**LISTENING B2 READING B2 WRITING B2**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

## **DIGITAL SKILLS**

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Microsoft office (Microsoft) | Microsoft: Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft Movie Maker | Socialmedia / social Networks | Good listener and communicator | Team-work oriented | Decision-making | Organizational and planning skills | Responsibility | Creativity | Analytical skills