

RS

RAJWINDER SINGH

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Summary

Detail-oriented Receiving Supervisor assigning team members responsibilities with performing intake, transportation and storage of materials. Excellent industry acumen creating vendor relations to accuracy of receiving department. Superior problem solving, decision making, planning and organizational skills. Dedicated and adaptable professional with a proactive attitude and the ability to learn quickly. Strong work ethic and effective communication skills. Eager to contribute to a dynamic team and support organizational goals.

Skills

- Valid AZ Driving License with Clean Abstract
- Equipment Operation
- Certified in Standard First Aid & CPR/AED level C (BL)
- Loading and unloading
- Forklift Operation License all machines
- Customer Service
- Transportation
- Strategic Planning
- Private Security guard license
- Driving and transportation

Experience

Securitas Canada | Toronto, Ontario
Security Supervisor/ Mobile Supervisor
01/2022 - 09/2024

- Inspected buildings for fire hazards, unsafe conditions, or unauthorized persons.
- Provided escorts for employees entering and exiting the building after hours.
- Observed surveillance cameras for any suspicious activity or intruders.
- Provided customer service assistance to staff and visitors in a professional manner.
- Administered first aid, when necessary, in accordance with training guidelines.

NCS INTERNATIONAL CO | Mississauga, Ontario
Receiving Supervisor/ Forklift Operator
09/2021 - 09/2024

- Operate Counterbalance, Reach Truck, Order Picker/Fall Arrest, Dock Stocker, Double Walkie machine.
- Identified opportunities for cost reduction through improved processes or vendor negotiations.
- Managed the return process for damaged or incorrect items, including arranging for pick-up or replacement shipment from suppliers.
- Monitored and maintained accurate receiving records for all incoming shipments.
- Supervised inventory counts and cycle counts, ensuring accuracy at all times.
- Provided training and guidance to new team members on proper procedures related to receiving activities.
- Ensured that all items received were accurately counted, weighed and inspected for quality.
- Performed regular maintenance checks on facility equipment such as forklifts, pallet jacks.