



# Zail Singh

## Admin and Store Incharge

Admin and Store Incharge driven to boost company revenue through administrative techniques. Organized and diligent with excellent written, oral and interpersonal communication skills. Successful in building and motivating dynamic teams.



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Dubai, Dubai - UAE

## LANGUAGES

English, Punjabi & Hindi  
*Full Professional Proficiency*

## PROFESSIONAL QUALIFICATION

B. Com from Punjabi University Patiala with 54%

## EDUCATIONAL QUALIFICATION

+2 from Army School Patiala with 75%

10th from Army School Patiala with 55%

## PERSONAL PROFILE

D.O.B : 11th May 1983

Nationality : Indian

Marital Status : Married

Religion : Baptized Sikh

Passport : K0328502

## WORK EXPERIENCE

### Admin & Store incharge

#### JUPITER SATURN ELECTROMECHANICAL COMPANY LLC

July 2021 – Present

#### Job Profile/Tasks

- Vehicle management for different sites and arrangement of drivers for emergency sites.
- Handling of petty cash for day to day purchases for the project.
- Procurement of Material for the ongoing projects along with requirements from office, store and site Engineers.
- Daily maintenance of issued material to sites and return from sites.
- Arrangement of material for sites with proper communication with suppliers and site people.
- Keep record of material issued from branch stores and pursuing for further stock taking and arrangement.
- Maintenance, repairs of the vehicles and procuring spare parts told by mechanic.
- Arrangement of drivers/manpower and material for site activities as requested by site incharge and Engineer.

### Senior Procurement Officer

#### EMC ELECTROMECHANICAL COMPANY LLC, EPS ELECTRIC POWER SYNERGIES LLC

08/2014 – July 2021, Dubai - UAE

#### Job Profile/Tasks

- Procurement of Material for the ongoing projects along with requirements from office, store and site Engineers.
- Meeting with suppliers for negotiating the prices of the material to purchase.
- Preparation of LPOs and PRF for purchase of material, taking approval from Management and sending to suppliers for delivery of material.
- Maintenance, repairs of the vehicles and procuring spare parts told by mechanic.
- Vehicle management for different sites and arrangement of drivers for emergency sites.
- Handling of petty cash for day to day purchases for the project.
- Procuring Camp and rooms for new persons, timely renewal of previous rooms, updation in the system through co-ordination with the Camp authorities. Arrangement of Insurance for all projects, vehicle insurance, Workmen insurance, Medical Insurance, Fidelity insurance and office insurance.
- Preparation of documents for lodging the accidents in Insurance company with respect to projects, manpower, machinery etc. and continuous follow up for getting the claims.
- Arrangement of drivers for pick and drop of employees.
- Documentation of the ongoing projects like preparing letters, submission of letters, keeping record of the scanned and sent documents, keeping record of letters received from the client for future use.
- Responsible for registration of Vehicles, new vehicle. Posting of material issued and received back in the software.

### IEC University Baddi (12/2013 to 07/2014)

#### Office Assitant

- Issuing of Notices and Circulars from Dean's Office.
- Attending and preparing Minutes of Meeting of Academic Council, Governing Body and Board of Management.
- Keeping record of minutes of meetings.
- Responsible for handling certificates of nearly 300 students.
- Preparation of students related reports for management.
- Typing work in computer in Word & Excel. Taking dictation from Dean Academic Affairs and typing the same for further action.

**Akal Academy, Baru Sahib (08/2012 to 12/2013)**

**Office Assistant**

- Responsible for handling approximately 1400 students (old + new admissions) personal file which includes updating of students personal data in the students management software & completion of documents in the personal files.
- Correspondence with CBSE regarding queries of students.
- Registration of students with CBSE.
- Issuing of transfer certificates, character certificates, Bonafide certificates, resident certificates and Fee certificates for income tax rebate.
- Preparation of daily attendance report for staff and students.
- Handling of leave applications of staff for approval and maintenance of proper leave record in the manual registers.
- Handling of Teaching/ Non-teaching staff personal file for joining and completion of other documents with proper record of files.
- Handling of email queries of parents of students for providing the required information. Issuing of permission slips to parents/guardians on parent children meeting days.
- Issuing of barrier slips for the students proceeding on leave or permanent withdrawal from Academy.
- Handling dispatch register for outside correspondence of the Academy.
- Registration of all incoming postal mail and its distribution to the respective.

**Met life Insurance co. Ltd (Nov, 2011 to Aug, 2012)**

**A.R.M (Assistant Relationship manager**

- Achievement of assigned Business Targets.
- Generating leads through regular visit to PNB bank.
- Pitching insurance/ investment products to the customers approaching Bank for routine work.
- Daily reporting to the Territory Manager following company's procedures and processes.

**Aviva life Insurance co. Ltd. (Feb, 2009 to Oct, 2011)**

**Sales Officer**

- Achievement of assigned Business Targets.
- Generating leads through regular visit to Punjab & Sind Bank.
- Pitching insurance/ investment products to the Customers
- Daily reporting to the Sales Manager following company's procedures and processes.

**Reliance Life Insurance Co. Ltd. (Jan 2008 to Aug, 2008)**

**Personal Financial consultant. (P.F.C)**

- Procuring Insurance Business from Advisors.
- Achievement of assigned Business Targets.
- Generating leads through regular market visit.
- Pitching insurance/ investment products to the Customers
- Daily reporting to the Sales Manager following company's procedures and processes.

**Amrit Property Consultant (February 2005 to October 2007)**

**Partner**

- Sale and purchase of Plots, Kothies and Land.
- Registration of the purchased/sold Plot/Land.
- Generating leads through regular market visit.
- Dealing with Builders and contractors.

**Bajaj Allianz Life Ins. Company Pvt. Ltd (March 2004 to Dec 2004)**

**Insurance Advisor**

- Selling insurance / investment products of the company.
- Achievement of allotted Targets as agreed upon with the Sales Team Leader.
- Cold calling for generating leads.

**EXTRA CURRICULAR ACTIVITIES**

- Third in inter College Air Rifle Shooting held at Budhlada.
- Participated in Inter University Air Rifle Shooting Championship held at Gwalior.
- Participated in National Air Rifle Shooting Championship held at Tamil Nadu.
- Participation in Inter college games.
- Holder of College Color and Roll of Honor for two consecutive years.