

# HEERA SINGH

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## Objective

A hard-working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

## Skills

Packer, Package Safety Assurance, Team Player, Packaging Inventory Management, Co-ordination with other logistics team.

## Work Experience

### Packer

5 years of experience as a Packer, as a Packaging Team Member and as a Packaging Trainer in packaging and fulfilling e-commerce platform orders for FMCG.

**WEGUARANTEE PRODUCTS PRIVATE LIMITED** - December 2017 - January 2023

- Checking the product to ensure that it is in proper condition and is not damaged.
- Isolating damaged items to a predefined marked area and report it to supervisors.
- Ensuring that the product is right and the quantity specified is placed before packaging by checking and counting it several times.
- Measuring and weighing the packed boxes.
- Reporting any errors in product selection and quantity to the supervisor immediately.
- Gave training to new employees in packaging.
- Assistance in placing Purchase Orders for the packaging inventory on a monthly basis.
- Communicated with the support team and implemented the organizations operational guidelines standards and policies.
- Specialized in the packaging of fragile items (Glass bottles and jars).
- Customization of boxes as per the need of the order in hand.

## Personal Information

NAME : HEERA SINGH  
DATE OF BIRTH : 11<sup>th</sup> MAY, 1983  
PLACE OF BIRTH : CHAMPAVAT, UTTRAKHAND.  
FATHER'S NAME : CHANDAN SINGH  
HUSBAND'S NAME : KAILASH SINGH  
MARITAL STATUS : MARRIED  
HOBBIES : LISTENING & SINGING MUSIC, DANCING, INTERNET SURFING.