



Punjab construction company warehouse

(Civil Lines, New Arya Nagar, Civil Lines, Gurdaspur, Punjab 143521)

punjabwarehouse198@gmail.com

Reg : PCCW/2021/WCS8

Date: 15/10/2021


TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Shiva, S/O Suresh Kumar, R/O Mohalla Dhaki, VPO Kalanaur, Teh & Distt. Gurdaspur, PIN: 143512, Punjab, India is working with "**Punjab Construction Company Warehouse**" as a "Warehouse Coordinator", since January, 2020. He is serving the following duties in our organisation:

- Maintaining inventory of tools, equipment and materials in storage.
- Directing workers in receiving and supplying construction materials such as cement, sand, and M sand.
- Supervising activities of workers engaged in handling steel materials such as TMT steel and conduit pipes.
- Coordinating with the suppliers for receiving the stock.
- Preparing reports about the incoming and outgoing inventory and communicating the same to the Warehouse Manager.

Overall, Mr. Shiva always performs his duties and responsibilities with complete dedication and attention to details. With his enthusiasm to work, learn, and progress, I am certain that he would make a great employee to any organisation.

Please feel free to contact if you have any specific questions regarding his employment.


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Propr.