

Paramjeet Singh

PROJECT COORDINATOR - Strategic Scheduling, Resource Allocation, Risk Mitigation

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📍 Ontario

in [LinkedIn](#)

SKILLS

- **Project Management Tools:** MS Project, Jira, Trello, Monday.com, Asana, Basecamp, Microsoft Planner.
- **Technical Operations:** CNC machine programming and setup, blueprint reading, workflow management.
- **Inventory & Sales Management:** Inventory control, stock maintenance, sales forecasting, merchandising.
- **Safety Compliance:** Implementation of safety protocols and workplace guidelines, risk and hazard assessment.
- **Analysis & Research:** Market research, competition analysis, data-driven decision making, trend analysis.

WORK EXPERIENCE

CNC Lead

August 2022 – Present

State Window Corporation

Ontario

- Directed CNC lathe and mill programming for batch production, setting benchmarks for spindle speeds, feeds, fixture alignment—resulting in a 25% boost in dimensional accuracy and an 18% increase in tool lifespan.
- Managed machine setup strategies by interpreting complex technical drawings and CAD schematics, ensuring the team adhered to GD&T standards, and BOM specifications—contributing to a 32% reduction in part rejections.
- Coordinated cross-functional collaboration with engineering and QA departments to establish process tolerances, and implement statistical process control—driving improved process integration and operational consistency.
- Supervised diagnostic protocols and troubleshooting efforts on HAAS and FANUC CNC platforms, mentoring operators in identifying spindle load issues, tool offsets, and servo alarms—improving first-pass yield by 20%.
- Implemented material efficiency improvements by refining toolpath strategies, applying G-code practices, and utilizing advanced simulations and adaptive control systems—achieving a 15% reduction in scrap material.
- Guided and trained a team of 3 CNC machinists in operation standards, safety compliance, machine calibration, and real-time diagnostics—enhancing onboarding processes and promoting a self-reliant, high-performing unit.
- Administered daily safety inspections and briefings covering PPE use, lockout-tagout, machine guarding, and ergonomic practices—reducing workplace incidents by 40% and reinforcing a risk-based safety culture.

Assistant Store Manager

June 2017 – September 2019

Reliance Retail Ltd.

Maharashtra

- Supervised daily retail operations, staff coordination, inventory audits, POS transactions, stock replenishment, shift scheduling, and loss prevention, increasing customer footfall and reducing checkout wait time by 22%.
- Managed team of 10+ associates, assigning KPIs and schedules, monitoring performance metrics, optimizing task allocation, enforcing SOP compliance, cross-training—leading to a 30% improvement in overall shift productivity.
- Implemented real-time pricing, demand forecasting, inventory optimization, shelf-life analysis, ERP integration, SKU management, data analytics, and automated replenishment—reducing expired inventory losses by 40%.
- Analyzed weekly sales reports, performed SKU tracking, demand forecasting, inventory turnover, and competitor benchmarking using data visualization—optimizing product mix and store layout, increasing revenue by 17%.
- Resolved customer complaints and escalations using CRM software, root cause analysis, feedback loops, SLA monitoring, and escalation protocols—maintaining an average 4.5/5 service satisfaction rating over 18 months.
- Conducted bi-weekly inventory audits using cycle counting, RFID scanning, barcode verification, stock reconciliation, variance analysis, ERP integration, and discrepancy reporting—maintaining shrinkage below 1.2%.
- Trained new hires on POS systems, billing accuracy, transaction processing, barcode scanning, payment gateways, cash reconciliation, API integration, and customer interaction protocols—reducing training period by 25%.

VOLUNTEER EXPERIENCE

Active Member – PM Guild

September 2020 – April 2022

Lambton College

Toronto

- Reinforced agile workshops using SCRUM Gantt chart tools—improved team planning efficiency by 15%.
- Delivered peer training on stakeholder mapping, and MS Project—boosted project execution success by 20%.

EDUCATION

Advanced Project Management & Strategic Leadership

September 2020 – April 2022

Lambton College, Toronto

Master of Business Administration

June 2015 – June 2017

Bharati Vidyapeeth Deemed University, India

Bachelor of Business Administration

May 2012 – May 2015

Indraprastha University, India

CERTIFICATIONS

Foundations of Project Management- Google

March 2025