



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	1129
Name	Ajayy Manngela
Date of Birth	1985-04-21
Salary (in USD)	3000/
Industry	Drilling / Rig
Sub Industry	
Nationality	India
Primary Language	English,
Secondary Language	
Total Years of Experience	10

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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<p>Receive and issue products and Maintain it as per location by tag keep stock of inventory and manage all operations in the store. From ordering, receiving to managing inventory, these professionals ensure safe custody of all store-related inventory. Apart from this, performs various day-to-day activities Replenish supply inventories following established guidelines of the company Maintain a neat, clean and safe working environment as per government regulation Manage the store layout Supervise other staff members and keep a record of sales Receive, upload and shelf all supplies Perform stock related duties like returning, packing, labelling and pricing goods Inspect delivers for discrepancy or damage Report damaged inventories for record-keeping and reimbursement Rotate stock and dispose of surplus and expired quantities Coordinate and handle freight and movement of equipment Keep an organised allocation of inventory placed in warehouse and store Cross-verify the monthly report at the end of each month Ensure proper completion of documentation to place an order and make a purchase Generate a material received report (MRR) timely Ensure storage of goods follow the first in first out (FIFO) method</p>	Yes
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Education Summary

Course	University	Passing Year	Country
Bcom	Mumbai	2002	India

Career Summary

Position	Employer	Country	From	To
Storekeeper	Jindal drilling and industries ltd	India	04/2012	01/2014

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)