



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	3295
Name	MD ASIF RABBANI
Date of Birth	1997-02-16
Salary (in USD)	1000/Per Month
Industry	Sales, Business,Management
Sub Industry	Graphics Design
Nationality	India
Primary Language	English, Hindi,
Secondary Language	Arabic,
Total Years of Experience	4

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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Identify and pursue new business opportunities to drive company growth in the manpower supply and facility management sectors. Build and maintain strong relationships with clients, government agencies, and business partners. Prepare and deliver presentations and proposals tailored to client needs. Conduct market research and competitor analysis to develop effective business strategies. Collaborate with internal teams to ensure timely delivery of manpower and services to clients. Participate in contract negotiations, pricing, and closing of deals. Manage and maintain a database of leads, prospects, and client communications using CRM tools. Represent the company at industry events, exhibitions, and client meetings. Provided comprehensive administrative support to senior management and technical teams. Managed daily office operations including scheduling meetings, handling correspondence, and maintaining filing systems. Prepared reports, official documents, and maintained accurate records for internal and external communication. Handled data entry, documentation, and database management efficiently. Coordinated with vendors, suppliers, and clients for administrative and operational tasks. Assisted in the preparation of invoices, purchase orders, and financial reports. Monitored inventory and managed procurement of office supplies and equipment. Ensured smooth communication across departments and upheld confidentiality in administrative functions. Supported HR and recruitment activities including scheduling interviews and maintaining personnel files.

MS Office, Artificial Intelligence, Driving License (Saudi Arabia & India), Advance Certification in International Trade

Education Summary

Course	University	Passing Year	Country
MBA	Aligarh Muslim University, Aligarh, India	2024	India

Career Summary

Position	Employer	Country	From	To
Administrative Assistant	Engineering & Environmental Solutions Pvt Ltd	India	09/2020	05/2024
Business Development Manager	Houston Operations & Maintenance Co. Ltd	Saudi Arabia	06/2024	05/2025

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