



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	3632
Name	Syed Sadaq Pasha Quadri
Date of Birth	1987-03-26
Salary (in USD)	1310/Per Month
Industry	Oilfield Services
Sub Industry	
Nationality	India
Primary Language	Hindi,
Secondary Language	English,
Total Years of Experience	13

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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Handled comprehensive accounting and financial operations, including invoice verification, purchase orders, vendor payments, and meticulous financial record-keeping, ensuring full compliance with company policies and accuracy in reporting. Managed daily warehouse and logistics activities, including receiving, dispatching, inventory control, and transportation coordination, ensuring smooth flow of goods. Coordinated effectively with vendors and suppliers to guarantee timely shipments, accurate packing lists, and proper stock documentation. Conducted regular stock audits, monitored inventory levels, and updated records to support procurement and operational planning. Assisted in order processing, tracked delivery schedules, and resolved discrepancies to maintain seamless business operations. Developed strong vendor relationships, communicated proactively to resolve issues, and supported cross-functional teams in finance, procurement, and logistics. Contributed to process improvements by identifying gaps in accounting and warehouse workflows and implementing corrective measures to enhance operational efficiency. Maintained high standards of accuracy, timeliness, and accountability across financial and logistics functions, demonstrating a versatile skill set applicable to dynamic organizational environments. Proven ability to manage multiple tasks simultaneously while ensuring compliance, efficiency, and smooth coordination between accounting, procurement, and logistics departments.

Accounts Invoice
Payment, Financial
Report, LC
Documents, Inventory
& warehouse

Education Summary

Course	University	Passing Year	Country
B.com	Gulbarga	2008	India

Career Summary

Position	Employer	Country	From	To
Accounts Procurement Coordinator	Fesha E-commerce Company	Kuwait	09/2024	10/2025

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