



**FALCON®**  
MULTI SERVICES LTD

**Falcon Multi Services Ltd**

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

## Personal Information

<b>Candidate id</b>	3707
<b>Name</b>	Mohammed Farook
<b>Date of Birth</b>	1992-02-29
<b>Salary (in USD)</b>	1200/Per Month
<b>Industry</b>	Oilfield Services
<b>Sub Industry</b>	Dratting
<b>Nationality</b>	India
<b>Primary Language</b>	English, Arabic,
<b>Secondary Language</b>	English, Hindi,
<b>Total Years of Experience</b>	2

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
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- Coordinate all warehouse activities including receiving, storing, organizing, and dispatching materials to ensure smooth daily operations.
- Supervise the loading and unloading of goods, verify incoming and outgoing shipments, and maintain accurate inventory records in the system.
- Monitor stock levels regularly, prepare replenishment reports, and coordinate with procurement and logistics teams to maintain optimal inventory levels.
- Ensure that all materials are properly labeled, stored safely, and handled according to company procedures and safety standards.
- Communicate effectively with suppliers, transporters, and internal departments to schedule deliveries and ensure timely distribution of materials.
- Maintain documentation such as delivery notes, material requests, invoices, and stock transfer records in both physical and digital formats.
- Support warehouse staff by assigning tasks, providing guidance, and ensuring productivity targets are achieved within deadlines.
- Conduct routine inspections to ensure warehouse cleanliness, organization, and compliance with health and safety regulations.
- Implement and follow warehouse management systems (WMS) and procedures to enhance accuracy, efficiency, and traceability.
- Prepare daily, weekly, and monthly warehouse activity reports for management review.
- Assist in periodic inventory audits, cycle counts, and reconciliation of stock discrepancies.
- Promote teamwork, discipline, and a culture of continuous improvement to achieve operational excellence

SAFETY TRAINING ?  
 Permit To work ? Confined  
 Space entry ? Basic First  
 AID ? Basic Fire Fighting  
 ? Lockout -Tag out ?  
 Hazard recognition ? WAP  
 (Work Authorization  
 Program) ? PTW (Permit  
 to Work system)

## Education Summary

Course	University	Passing Year	Country
Regent technical institute	Regent	2012	India

## Career Summary

Position	Employer	Country	From	To
WAREHOUSE AND YARD ASSOCIATE COORDINATOR	Baker Hughes	Saudi Arabia	10/2023	10/2025

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