



**Falcon Multi Services Ltd**  
201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

## Personal Information

<b>Candidate id</b>	6577
<b>Name</b>	Feroze Bakshi
<b>Date of Birth</b>	1966-06-14
<b>Salary (in USD)</b>	300/Per Day
<b>Industry</b>	Procurement & Construction
<b>Sub Industry</b>	Planner / Scheduler
<b>Nationality</b>	United Arab Emirates
<b>Primary Language</b>	English,
<b>Secondary Language</b>	Hindi,
<b>Total Years of Experience</b>	20

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
-----------------------------------	--

Responsible for managing end-to-end materials coordination and logistics activities supporting offshore and onshore project operations. Handled receiving, inspection, storage, preservation, and dispatch of materials in accordance with approved SOPs, project requirements, and HSE standards. Maintained accurate inventory records, material traceability, and system updates using ERP and inventory management systems. Coordinated closely with procurement teams, vendors, freight forwarders, and site personnel to expedite materials, track deliveries, and resolve quantity or quality discrepancies. Supported warehouse operations including layout control, bin location management, labeling, cycle counts, and reconciliation of physical stock against system records. Prepared regular material status reports, stock movement summaries, and consumption data for project and management review. Ensured timely availability of critical materials to prevent operational downtime and support uninterrupted project execution. Actively followed OHS and safety requirements, conducted routine inspections, and addressed unsafe conditions immediately. Supported internal and client audits by maintaining proper documentation and compliance records. Worked closely with operations and maintenance teams to prioritize urgent material requirements and improve overall supply chain efficiency.

Skills & Certifications:  
 Materials coordination, warehouse and logistics operations, inventory control, vendor coordination, ERP systems, documentation, SOP and OHS compliance, HSE awareness, warehouse safety, material handling, and PTW system experience.

## Education Summary

Course	University	Passing Year	Country
BCom	HNB GARHWAL UNIVERSITY	1990	India

## Career Summary

Position	Employer	Country	From	To
Materials Coordinator	Halliburton	United Arab Emirates	04/2024	11/2025

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