



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

Personal Information

Candidate id	6632
Name	Shivakumar Thyagarajan Achariya
Date of Birth	1979-12-15
Salary (in USD)	4500/Per Month
Industry	Drilling / Rig
Sub Industry	Crew Chief
Nationality	India
Primary Language	English,
Secondary Language	
Total Years of Experience	11

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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Responsible in receiving & checking of company materials deliveries, duties to check the quantity & quality of items received, as per Purchase Order. ? Maintain materials receiving report MRR and materials issuing report MIR as per request. ? Prepare and maintain OS&D if there is problem with the delivery of materials. ? Prepare and maintain daily delivery report and inform the responsible person. ? Co-ordinate to the purchase department in regards with delivery. ? Handling all our teams and giving training to handle the materials. ? Maintain the forecasting of the materials. ? Reporting to the Materials Manager. ? Preparing and monitoring inventory of the list of materials. ? Assist Supervisor in identifying jobs which may require a Risk Assessment. ? Participate along with the Supervisor in Risk Assessments. ? Distribution of parts upon demand by heads of departments or supervisors. ? Raise, review, correct and transmit purchase requisitions from Heads of Departments. ? Assist the HLO as directed including the administration duties required by helicopter operations. Will also assist with baggage as required. ? Ensuring the preparation of shipping documents for equipment going ashore; Manifest, Purchase Requisition, Repair/Return Orders and "Equipment Data Transfer Sheet". ? Report all non-conformances to the Chief Engineer. ? Reporting to the Barge Master on any items affecting safety in areas which come under their responsibility, such as incorrect packaging in shipped stores which could lead to a hazardous situation. ? Ensure the distribution of third-party certification which accompanies shipped items, to relevant Heads of Departments for filing. Additionally, shall be responsible for ensuring that all certification on lifting gear tackle which accompanies containers and loads are filed or passed to the Barge Master for filing. ? Responsible for ensuring the manifest documentation is raised for customs clearance, transportation and consignee's identification. ? Receive and deliver equipment, including client equipment if required. ? Ensure store areas are well maintained. ? Ensure all requisitions are correctly coded. ? Ensure consumables are ordered on a quarterly basis, stock-checked and have an up-to- date balance onboard. ? Ensure a log is kept of all active rental equipment. ? Ensure Stores procedures are followed for returns from Rig, and a tracking log in place for all equipment being returned for Repair/Credit etc. ? Ensure all waste movements are properly manifested, packed and segregated according to procedure. ? Any other duties as required by the HOD's.

MS Office 360 & Windows-2011 , ERP System : SAP R/3 (7.0), WMS : MAXIMO IBM , Microsoft Office Suite : Advanced Excel (formulas, VLOOKUPs, pivot table), Word, Outlook, Database Management : Microsoft Access, SharePoint.

Education Summary

Course	University	Passing Year	Country
B.com	Mumbai	2003	India

Career Summary

Position	Employer	Country	From	To

Materials coordinator	OCS services DMCC	United Arab Emirates	05/2025	02/2026
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[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)