



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

Personal Information

Candidate id	6642
Name	Amit Kumar Nigam
Date of Birth	1990-03-12
Salary (in USD)	650/Per Month
Industry	Procurement & Construction
Sub Industry	Quantity Surveying
Nationality	India
Primary Language	Hindi,
Secondary Language	English,
Total Years of Experience	7

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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End to end purchasing for site requirements and manage stock at store, invoicing, GRN, gate pass, material transfer, payment abstract, purchase order, work order, inventory management. Stock reconciliation Negotiated with suppliers for building, civil/electrical materials to secure competitive pricing and favorable delivery terms. Managed purchase orders/work orders and procurement schedules to ensure timely material supply for construction and railway line projects. Analyzed market trends and vendor performance to improve sourcing strategies, maintain cost efficiency, and strengthen supplier relationships. Monitored inventory and site material consumption to optimize stock levels, prevent shortages, and minimize overstocking. Coordinated with site engineers, project managers, and cross-functional teams to align procurement activities with project timelines and operational needs. Maintained accurate procurement documentation, quotations, purchase orders, and vendor contracts, ensuring compliance with company and project standards. Ensured timely vendor payments with 100% accurate reconciliation of invoices, matching PO values and GRN. Follow up with vendors to ensure availability of material as per construction site plan.

Site administration

Education Summary

Course	University	Passing Year	Country
Bachelor of arts	Bundelkhand University	2013	India

Career Summary

Position	Employer	Country	From	To
Purchase Executive	Mohan Mutha Infrastructure	Maldives	09/2025	02/2026

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