



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

## Personal Information

<b>Candidate id</b>	6660
<b>Name</b>	Akpakpan Joshua
<b>Date of Birth</b>	1996-04-04
<b>Salary (in USD)</b>	130/Per Month
<b>Industry</b>	Oilfield Services
<b>Sub Industry</b>	CAD / CAM
<b>Nationality</b>	Nigeria
<b>Primary Language</b>	English,
<b>Secondary Language</b>	Spanish ,
<b>Total Years of Experience</b>	3

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
1. Receive, inspect, and record incoming materials, goods, and supplies, Maintain accurate stock records 2. Monitor stock levels and initiate re-ordering to prevent shortages or overstocking, Conduct regular stock counts and audits 3. Storage & Organization, Ensure optimal use of warehouse space, Maintain clean, orderly, and secure storage areas 4. Issue materials to departments based on authorized request, Prepare goods for dispatch and ensure correct quantities are released, Keep records of all issued and returned items 6. Prepare and update stock cards, and inventory reports, Record damages, losses, or discrepancies and report to management 7. Follow workplace safety procedures and warehouse best practices, Ensure proper handling of fragile, hazardous, or heavy items, Support compliance with company policies and regulatory standards 8. Work closely with procurement, production, and operations teams, Assist during audits and inspections etc...,	1. Interpretations of ISO drawings 2. AutoCad/ AutoDesk in view 3. Good knowledge of Ms-Excel 4. Good communication 5. Ability to work without supervision

## Education Summary

Course	University	Passing Year	Country
Mechanical Engineering	Ambrose Alli University	2021	Nigeria

## Career Summary

Position	Employer	Country	From	To
Material Controller/ Storekeeper	Homik Engineering	Nigeria	11/2023	02/2026

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