



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

Personal Information

Candidate id	6673
Name	Shain Sivadasan
Date of Birth	1977-05-20
Salary (in USD)	3000/Per Month
Industry	Procurement & Construction
Sub Industry	Planner / Scheduler
Nationality	India
Primary Language	English,
Secondary Language	Hindi,
Total Years of Experience	18

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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1. Material Planning & Control Plan and monitor material requirements based on project schedules and MRP. Ensure timely availability of materials to avoid shortages or delays. Coordinate with planning, procurement, and site teams. 2. Inventory Management Maintain optimum stock levels (min/max, reorder levels). Monitor slow-moving, excess, and obsolete materials. Conduct periodic physical stock verification and reconciliation. 3. Receiving & Inspection Verify materials received against PO, delivery note, and specifications. Coordinate with QC/Inspection teams for material approval. Ensure proper documentation (GRN, MIR, inspection reports). 4. Storage & Preservation Ensure correct storage, identification, and preservation of materials. Follow FIFO/FEFO methods where applicable. Maintain warehouse cleanliness and safety standards. 5. Material Issuance Issue materials as per approved requests and project priority. Track material consumption and usage reports. Prevent misuse, loss, or damage of materials. 6. Documentation & Reporting Maintain accurate records in ERP/SAP systems. Prepare daily/weekly/monthly material status reports. Track material movements and inventory valuation. 7. Coordination & Communication Liaise with procurement, logistics, finance, and site engineers. Follow up on pending deliveries and shortages. Support audits and client inspections. 8. Compliance & Safety Ensure compliance with company procedures and project standards. Follow HSE rules during material handling and storage. Support ISO / internal audits. Construction & EPC Projects Manufacturing Power & Infrastructure Warehousing & Logistics If you want, I can: Shorten this for a CV Customize it for Oil & Gas / EPC / Warehouse Convert it into interview answers Match it to a specific job description

Not applicable

Education Summary

Course	University	Passing Year	Country
BBA	Kerala	2000	India

Career Summary

Position	Employer	Country	From	To
Material coordinator or controller	Arabian industries	Oman	01/2023	12/2025

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