



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

Personal Information

Candidate id	6697
Name	Imdad Hussain
Date of Birth	1975-01-01
Salary (in USD)	2500/Per Month
Industry	Drilling / Rig
Sub Industry	
Nationality	Pakistan
Primary Language	English,
Secondary Language	Hindi,
Total Years of Experience	23

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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? Responsible to the rig superintendent with a staff responsibility to the materials supervisor. ? Responsible for security of the warehouse. ? Ensures all warehouse material is shelved in an orderly and professional manner. ? Reviews Job Control Forms (JCF) and prepares RPOs (Requisition for Purchase Order) according to established procedures for all material required by rig personnel. ? Confer with the rig personnel regarding requisition quantities, descriptions, specifications, etc. ? Receives and issues all material into and out of the warehouse with appropriate documentation on a timely basis. ? Initiates and finalizes extraordinary transactions such as Return to Stock (RTS), and Repair and Return (R&R) material. ? Maintains current files for RPOs, POs, LPOs, packing lists, invoices, Procurement Incident Reports (PIR)/material, cycle counts, etc. ? Inspects warehouse material for possible deterioration and performs preventive maintenance where possible. ? Periodically reviews warehouse stock and usage history with the department heads for obsolete, over-stocked, under-stocked and adjustments to minimum-maximum stock levels. ? Performs routine inventory cycle counts. ? Responsible for timely and accurate preparation of monthly Warehouse Reports. ? Reviews Purchase Order Status and confers with the Material Supervisor to expedite the open orders. ? Performs the annual warehouse Physical Inventory. ? Adheres to corporate policy and procedures as set forth by auditors, SDS HQ and Country Finance departments. ? Maintains a “handover” book during tour outlining any unusual events, urgent orders, requests, etc., so that counterpart is well informed of pending and urgent requests

Microsoft PowerPoint ALL Internet communications SICS (Schlumberger Standard Inventory Control System) CAMM (Schlumberger Computer Aided Maintenance Management) Schlumberger Web Procurement Production System 1 Click SWPS SAMBA ORACLE Application

Education Summary

Course	University	Passing Year	Country
Bsc	BUQ	1998	Pakistan

Career Summary

Position	Employer	Country	From	To
Storekeeper III	Schlumberger	Pakistan	03/2002	12/2025

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