



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

Personal Information

Candidate id	6724
Name	Ilyash Ghanchi
Date of Birth	1979-12-26
Salary (in USD)	2500/Per Month
Industry	Oilfield Services
Sub Industry	
Nationality	India
Primary Language	Hindi,
Secondary Language	English,
Total Years of Experience	20

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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- Requisition and maintain inventories of materials or supplies necessary to meet production demands.
- Daily transmitting records of materials issued to subcontractor to the client.
- Managed materials department to effectively receive, organize, and ship all incoming and outgoing part.
- Acted as a liaison between production and customer service departments to assure on time delivery of products.
- Responsible for company shipping & receiving duties to promote efficient movement of all raw materials.
- Processed receiving of regular production, new production, sample parts, raw material, and supplies.
- Created and filed requisitions for needed inventory.
- Receiving product, completing necessary paperwork and forwarding the paperwork to the management.
- Conduct all materials management activities safely and in accordance with the Company's HSE policies.
- Identifying the discrepancies between the actual item characteristics/measurements in stock and the reference documents, capturing the relevant information from Catalogue, drawings and other reference documents.
- Coordinate with users to obtain accurate specific data from suppliers in order to correctly identify the material product and assist Purchasing in specifying the right item to the supplier based on precise description.
- Responsible to obtain data of physical material from warehouse and update system accordingly.
- To ensure the storage and handling of any hazardous materials in accordance with Company policy, manufacturers' recommendations and local legislation.
- To conduct periodic reviews of stock levels and make recommendations for changes.
- Ensure open storage areas are reasonably flat, well drained, capable of supporting stored items and accessible to material handling equipment.
- Ensure all materials are stored off the ground by supporting timbers, or other suitable bearers.
- To assist other departments in meeting their goals and objectives as directed.

- Management, manpower planning & liaising with consultants & contractors.
- An enterprising leader with abilities in leading multi-skilled motivated teams to achieving organizational goals and industry best practices.

Education Summary

Course	University	Passing Year	Country
DME	Shridhar University	2013	India

Career Summary

Position	Employer	Country	From	To
Material Coordinator	Aarti catalyst	India	04/2021	02/2026

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