



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

Personal Information

Candidate id	6744
Name	Jamel BENMABROUK
Date of Birth	1990-06-24
Salary (in USD)	3800/Per Month
Industry	Procurement & Construction
Sub Industry	Construction Superintendent
Nationality	Tunisia
Primary Language	English,
Secondary Language	Arabic,
Total Years of Experience	11

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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1- Prepare unit requisitions for materials and services 2- Maintain current files for Required Purchase Orders. Packing List Invoices. 3- Communicate with department head to ensure that requisitions are understood, technical, queries are answered, and purchase orders are expedited as required. 4- Optimize stock levels onboard by regularly reviewing the minimum/maximum quantities on the suggested reorder lists 5- issue parts and equipment from the warehouse with appropriate documentation on timely basis. 6- Receiving, coding, and shelving of all spare parts and consumable materials to all user upon schedule and/or request 7- Prepare and issue required warehouse inventory reports (cycle count and annual physical count) as required 8- 9- Assisting with preparation for drilling operations. Monitoring of waste and hazardous waste, ensuring it is stored as per MSDS. 10- Monthly physical counts and participates in the annual inventory. 11- Maintain a clean, well-organized warehouse with all equipment always stored in a safe manner (5S). 12- Coordinate and optimize on site logistic (staff rotations, crew change, fuel consumption report...) mobilization 13- coordination between the field and the office. 14- prepare the daily site production report. 15- take the site meeting minutes. 16- collaborate with the mechanic to prepare the work order. 17- Other administrative duties

Education skills :
 Certificate in HSE: First aid and basic firefighting
 Certificate in instrumentation, valves and process control (APC training)
 Computer skills: Operating systems:
 Advanced Knowledge in pack office ,ERP

Education Summary

Course	University	Passing Year	Country
MBA:innovation supply chain management	Higher institute of technological studies	2021	Tunisia

Career Summary

Position	Employer	Country	From	To
Material Man	Serinus Energy	Tunisia	11/2014	12/2025

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