



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

## Personal Information

<b>Candidate id</b>	6822
<b>Name</b>	Zaid Tariq Khalaf
<b>Date of Birth</b>	2001-01-16
<b>Salary (in USD)</b>	3000/Per Month
<b>Industry</b>	Procurement & Construction
<b>Sub Industry</b>	Planner / Scheduler
<b>Nationality</b>	Iraq
<b>Primary Language</b>	Arabic,
<b>Secondary Language</b>	English,
<b>Total Years of Experience</b>	4

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
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Control and monitor all incoming, stored, and outgoing materials in accordance with company procedures • Verify Material Requisitions (MRs), Purchase Orders (POs), and delivery notes for accuracy and compliance • Coordinate with procurement, warehouse, QA/QC, and operations teams to ensure timely material availability • Conduct material receiving, inspection, tagging, and documentation • Maintain accurate inventory records in ERP system IBM Maximo • Perform physical stock counts, cycle counts, and reconciliation with system balances • Track critical and long-lead items and report potential shortages or delays • Ensure proper storage, preservation, and handling in line with HSE and manufacturer requirements • Manage material issue/return transactions and maintain full traceability • Prepare and submit material status reports to management • Support audits and inspections by providing accurate material documentation • Ensure compliance with HSE policies, quality standards, and company procedures

Inventory & stock control  
Material receiving, inspection & issuance ERP systems (IBM Maximo / SAP)  
Warehouse & store operations  
Documentation & reporting  
Coordination with procurement & operations  
Physical & cycle counting

## Education Summary

Course	University	Passing Year	Country
Electrical engineering	Engineering Technical Uni	2023	Iraq

## Career Summary

Position	Employer	Country	From	To
Materials Controller	Yes	Iraq	11/2024	02/2026

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