



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

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

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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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)