



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

## Personal Information

<b>Candidate id</b>	6823
<b>Name</b>	IBRAHIM SHIEK
<b>Date of Birth</b>	1968-08-01
<b>Salary (in USD)</b>	3000/Per Month
<b>Industry</b>	Procurement & Construction
<b>Sub Industry</b>	Planner / Scheduler
<b>Nationality</b>	India
<b>Primary Language</b>	English,
<b>Secondary Language</b>	Hindi,
<b>Total Years of Experience</b>	21

## Additional Information

Roles and Responsibilities	Additional Skills/Certification
<p>As a Material Coordinator my main Responsibilities are to Ensure the Material management scope is to be Executed in a safe and Proper Manner at all the time in Line with Company's Approved work procedure &amp; HSE Norms • To be responsible for the promotion of Company's safety, environment and quality policies and programs, and carry out HSE specific duties and responsibilities related to the job performance • Ensure production / Construction and Repair activities Remain on schedule due to timely planned Deliveries of Required Materials, Equipment's, Tools and Consumables to be followed up continuously Classification with procurement dept / buyers Provides management direction and oversight to include overseeing day-to-day materiel operations. This may include but not limited to inventory reporting, proper materiel storage, Materiel receiving, shipping and preparation of all supporting documentation</p>	<p>GRN, Reporting, Labeling, Tagging, Maximo ,SAP/R3, M.S Office 2010 / International codes &amp; Standards, Piping / E &amp; I / Structural / Packing / , Work pack / Job Card, EPC, OS&amp;D,</p>

## Education Summary

Course	University	Passing Year	Country
Mechanical engineering	board of technical education	1989	India

## Career Summary

Position	Employer	Country	From	To
Material Coordinator	Milaha Ship repair and fabrication	Qatar	02/2023	10/2025

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