



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

## Personal Information

<b>Candidate id</b>	6851
<b>Name</b>	SANJAY
<b>Date of Birth</b>	1985-01-05
<b>Salary (in USD)</b>	1630/Per Month
<b>Industry</b>	Drilling / Rig
<b>Sub Industry</b>	Crew Chief
<b>Nationality</b>	India
<b>Primary Language</b>	Hindi,
<b>Secondary Language</b>	English,
<b>Total Years of Experience</b>	6

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
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Inventory Management: . Receive and inspect incoming deliveries. verifying by department head electrical mechanical and drilling quantities and condition against purchase orders. . Properly store and maintain drilling electrical and mechanical equipment, tools, and spear parts, ensuring optimal shelf life and protection from damage. . Maintain accurate and up-to-date inventory records using specialized software or manual systems. . Conduct physical inventory audits and reconcile discrepancies. . Monitor stock levels and forecast future needs to prevent stock outs and overstocking. . Prepare and process requisitions for new equipment, tools, and materials as needed. Issuance and Tracking: . Process issue requests from drilling crews and other authorized personnel, ensuring proper documentation and authorization. . Maintain detailed records of equipment and material usage, tracking location, and return. . Implement procedures for return, repair, and disposal of used equipment and materials. . Ensure proper labeling and identification of all inventory items. . Sending out drilling tools for repair and inspection and receiving rental tools for tracking and operational use. Accounting: . Maintain accurate material group ( CATALOGUE, EFN ) . Maintain Accurate GL account . Manage Month end report Warehouse Management: . Maintain a clean, organized, and safe warehouse environment. . Implement best practices for material handling and storage to maximize space utilization. . Conduct routine inspections of warehouse equipment and tools for functionality and safety. . Report any potential safety hazards or equipment malfunctions immediately. Reporting: . Analyze inventory data to identify trends and opportunities for improvement. . Prepare reports on inventory levels, usage patterns, and cost per unit. . Assist with the implementation of inventory control initiatives and process improvements. Other Duties: . Participate in cross-functional projects and initiatives assigned. . Stay up to date on company policies and safety procedures. . Maintain positive and productive relationships with colleagues and external?vendors.

MICROSOFT 360  
SAP MM ORACLE  
SLB SISS

## Education Summary

Course	University	Passing Year	Country
SSC	DR AMBEDAKAR	2001	India

## Career Summary

Position	Employer	Country	From	To
STOREMAN	SLB	Kuwait	07/2019	02/2026

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