



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	6854
Name	Muhammad Zaeem Gul
Date of Birth	1987-06-06
Salary (in USD)	200/Per Day
Industry	Drilling / Rig
Sub Industry	Crew Chief
Nationality	Pakistan
Primary Language	Hindi,
Secondary Language	English,
Total Years of Experience	12

Additional Information

Roles and Responsibilities	Additional Skills/Certification
----------------------------	---------------------------------

Role: The Offshore Storekeeper is responsible for the control, storage, issuance, and inventory management of materials and equipment onboard an offshore facility, ensuring operational continuity, cost control, and compliance with safety and company procedures. **Responsibilities:** Inventory & Materials Management Receive, inspect, and verify all incoming materials, tools, and equipment Maintain accurate inventory records (manual and computerized systems) Ensure correct storage, labeling, and preservation of materials Monitor stock levels and raise requisitions to avoid shortages or overstocking Conduct regular stock counts and audits Track critical and high-value spares Logistics & Coordination: Coordinate with onshore logistics, procurement, and warehouse teams Prepare materials for backload, transfers, and vessel movements Ensure correct documentation for incoming and outgoing materials Support drilling, maintenance, and construction teams with timely material supply Safety & Compliance: Ensure materials are stored in accordance with HSE standards and MSDS requirements Handle hazardous materials safely and maintain proper documentation Maintain good housekeeping in storage areas Participate in safety meetings, drills, and inspections Documentation & Reporting: Maintain material movement records, stock reports, and consumption logs Update computerized inventory systems (e.g., SAP, Oracle, or similar) Report damaged, obsolete, or missing items Assist in audits and inspections Equipment & Tools Control: Control issue and return of tools and equipment Track calibration status and certification of tools Ensure tools are properly maintained and stored General Duties: Assist in emergency response as per offshore station bill Work closely with supervisors, engineers, and deck crew.

Strong organizational and record-keeping skills
Knowledge of offshore logistics and inventory systems. Understanding of HSE and hazardous materials handling. Basic computer literacy and inventory software experience.

Education Summary

Course	University	Passing Year	Country
B.Com	University of Karachi	2010	Pakistan

Career Summary

Position	Employer	Country	From	To
Storekeeper	Dubai Petroleum	United Arab Emirates	08/2024	06/2025

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