



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	6860
Name	Golfrits Manalu
Date of Birth	1971-05-15
Salary (in USD)	150/Per Day
Industry	Drilling / Rig
Sub Industry	
Nationality	Indonesia
Primary Language	English,
Secondary Language	
Total Years of Experience	26

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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- Inspect, review and complete check the goods receiving and documents and other related paperwork to ensure conformity with Purchase Order specification
- Proceed the System Label on each item while store them on determined bin or proper place.
- Assist in procurement incidents, issues and reporting of incorrect delivery notes and manifest
- Liaise and coordinate with Onshore Material Team as required.
- Create New Item Number after ensuring if not exist on Master then submit it on system.
- Raise up the user material requisition by create PR if the stocks are in below safety stock or as order point-work order-direct PR.
- Perform Daily Material Issue Report on each Preventive Maintenance, Corrective Maintenance Work Order and consumable on system.
- Perform Material Management/Maintenance for rubber items and oversized items in proper manner.
- Maintain minimum stock and keep accuracy stock between Physically with System by perform Cyclical Physical Inventory Count entire warehouse within one year by counting 1/12th per month of the Total Inventory VALUE
- Perform creating and sending Transport Order for Internal Rig Transfer.
- Perform Manifest of Materials/Equipment Movement for Backload or Offload from/to Barge to Supply Vessel
- Daily Material Issue Report for each Preventive Maintenance or Corrective Maintenance Work Order.
- Perform Weekly Report of Items Inventory Below Minimum Stock, etc

Familiar with Inventory System eq : Maximo, Oracle PeopleSoft, IFS, ERP, SAP, Epicor.

Education Summary

Course	University	Passing Year	Country
Electric	Technical Senior High School	1990	Indonesia

Career Summary

Position	Employer	Country	From	To
Rig Material Coordinator	Borr Drilling	Indonesia	07/2021	02/2023

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