



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

Personal Information

Candidate id	6869
Name	Mukul Dev
Date of Birth	1993-04-04
Salary (in USD)	4200/Per Month
Industry	Oilfield Services
Sub Industry	
Nationality	India
Primary Language	Hindi,
Secondary Language	English,
Total Years of Experience	9

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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Experienced MIS, Inventory, and Supply Chain professional responsible for managing end-to-end data reporting, inventory control, and operational coordination to support business efficiency and decision-making. Prepare accurate daily, weekly, and monthly MIS reports by collecting, validating, and analyzing data from multiple departments and ERP systems. Design automated dashboards and analytical reports using Advanced Excel and Power BI to provide actionable insights to management. Monitor inventory levels, perform stock reconciliation, track inward and outward material movement, and conduct periodic physical audits to ensure data accuracy and optimal stock availability. Handle complete procure-to-pay activities including purchase requisitions, purchase order creation, RFQ processing, vendor comparison, approval coordination, GRN preparation, and consumption tracking while maintaining proper documentation in SAP MM, Axapta, Epicor, and Tally. Coordinate closely with vendors, logistics partners, warehouse teams, and internal stakeholders to ensure timely procurement, smooth material flow, and uninterrupted supply chain operations. Identify gaps in existing processes and implement improvements that reduce operational costs, enhance reporting accuracy, and improve turnaround time. Support leadership through performance analysis, presentations, and compliance documentation while ensuring adherence to standard operating procedures and organizational policies. Train and guide team members on MIS processes, ERP usage, and inventory controls to improve productivity, transparency, and operational effectiveness. Continuously focus on process optimization, data reliability, and strategic support to drive sustainable business growth and operational excellence.

MIS reporting, data analysis, Advanced Excel, Power BI, inventory control, ERP systems, vendor coordination, procure-to-pay, logistics, dashboard creation, stock reconciliation, process improvement, and cross-functional communication.

Education Summary

Course	University	Passing Year	Country
Mcom	Indira Gandhi National Open University	2018	India

Career Summary

Position	Employer	Country	From	To
Senior MIS Executive	Infraprime Logistics Technologies Limited	India	01/2025	11/2025
Mis executive	Berger Paints India	India	11/2023	01/2025
Senior executive SCM	Quippo oil and gas infrastructure Ltd	India	05/2016	10/2023

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