



FALCON®
MULTI SERVICES LTD

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

Personal Information

Candidate id	7149
Name	JALEEL CHEKK HOUSE
Date of Birth	1979-05-01
Salary (in USD)	4500/Per Month
Industry	Oilfield Services
Sub Industry	CAD / CAM
Nationality	India
Primary Language	English, Hindi, Arabic,
Secondary Language	
Total Years of Experience	16

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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- Managed day-to-day site and office operations while providing comprehensive administrative support and coordination to project management.
- Assisted Managers (HR/GA), Admin teams, other departments, and site members as required.
- Provided orientation to new employees on company/project HR policies, rules, and regulations.
- Assisting new employees with safety induction and arranging PPE, gate passes (ID), uniforms, and biometrics/attendance system enrollment.
- Arranged workspaces and coordinated IT requirements for newly joined staff.
- Responded to employee queries related to HR and General Administration.
- Coordinated mobilization and demobilization logistics, including e-ticketing and travel assistance for all site personnel.
- Active support and coordination with Site Supervisors for manpower allocation.
- Processed payroll and maintained accurate timesheets using SAP and BAROCON software.
- Administered ADNOC-specific requirements, including PTR, POB, and Travel & Accommodation requests, ensuring consistent follow-up with ADNOC representatives.
- Coordination with the Onshore Office for the rotational employees' FAT
- Managed offshore compliance, including CICPA renewals and coordinating mandatory safety certifications through external training centers.
- Preparing and submitting Service Request Forms to the ADNOC L&S Team for approval.
- Maintained the ADNOC HSE portal by updating observation data sheets and facilitating safety meetings (TBT) with multi-lingual translation for site workers.
- Prepared consignment/shipping notes through the IBM MAXIMO Asset Management System.

Onshore & Offshore Administration • EPC Project Support • Logistics & POB Coordination • Document Control (SAP/Maximo/Odoo) • Workforce & Payroll Administration • Camp & Facility Management • Compliance & HSE

Education Summary

Course	University	Passing Year	Country
Higher Secondary school	Kerala	1999	India

Career Summary

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