



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	7208
Name	Andrew Espejo Tuliao
Date of Birth	1983-02-15
Salary (in USD)	2700/Per Month
Industry	Procurement & Construction
Sub Industry	Budget / Cost Control
Nationality	Kuwait
Primary Language	English,
Secondary Language	
Total Years of Experience	20

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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I manage both documentation and project coordination to keep everything running smoothly. As a Document Controller, I take responsibility for organizing and maintaining all project records. I make sure documents are properly filed, updated, and accessible to the right people. Version control is a big part of my work, so I track changes carefully to avoid duplication or outdated information. I also distribute documents for review and approval, ensuring compliance with company standards and project requirements. This helps the team work with accurate information and prevents delays. Alongside that, I act as a Project Coordinator, supporting the planning and execution of project activities. I monitor schedules, track progress, and prepare reports to keep stakeholders informed. Communication is central to my role — I connect different teams, management, and external parties so that information flows smoothly. I organize meetings, prepare agendas, and document key decisions, making sure everyone is aligned. I also help identify risks and follow up on tasks to keep projects on track. By combining strong documentation control with effective coordination, I contribute to delivering projects on time, within scope, and to the expected quality standards.

I bring strong organizational and communication skills to manage priorities effectively. Detail-oriented in documentation and schedules, I support collaboration across teams. Pursuing Autodesk Revit, I streamline workflows for efficient execution.

Education Summary

Course	University	Passing Year	Country
BSC with PSSR	PNTI	2001	Philippines

Career Summary

Position	Employer	Country	From	To
Project Coordinator / Document Controller	Al Dhow Engineering Company W.L.L.	Kuwait	04/2018	
Document Controller	Al Dhow Engineering Company W.L.L.	Kuwait	09/2015	04/2018
Document Controller	Jangho Group Company LTD.	Kuwait	02/2013	09/2015
Document Controller	Amana United General Trading & Contracting Co.	Kuwait	02/2012	02/2013
Document Controller	Industrial Construction & Trading Company	Kuwait	01/2011	06/2012
Employment Clerk	First Kuwaiti General Trading	Kuwait	03/2010	01/2011
Secretary / Document Controller	First Kuwaiti General Trading	Kuwait	09/2006	02/2010

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