



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	1667
Name	Mammad Khudiyev
Date of Birth	1994-07-26
Salary (in USD)	2500/
Industry	Procurement & Construction
Sub Industry	
Nationality	Azerbaijan
Primary Language	English,
Secondary Language	
Total Years of Experience	11

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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Performed day-to-day administrative tasks, including managing schedules, handling correspondence, and organizing resources effectively. Drafted and formatted official documents, forms, and letters for internal use and communication with governmental and non-governmental institutions. Organized and maintained document filing systems to ensure easy access to critical information and reports. Travel Coordination: Oversaw travel arrangements and documentation for international staff and visitors, including visa applications, renewals, and logistics. Ensured compliance with organizational and governmental regulations for local and international travel. Inventory and Procurement Management: Maintained office supplies inventory by monitoring stock levels, anticipating future needs, and streamlining procurement processes. Conducted market research to identify potential suppliers, evaluate their offers, and ensure cost-effectiveness and quality. Prepared and processed purchase requests (PRs), purchase orders (POs), and contracts in accordance with organizational policies. Managed vendor relationships, including onboarding, compliance verification, and payment processing via SAP systems. Coordinated with finance teams to ensure timely and accurate payment to suppliers and vendors. Project Support: Provided logistical and administrative assistance to the IOM South Caucasus Appeal - COVID-19 PRM Project, ensuring smooth implementation of project activities. Supported the Programme team with administrative and operational tasks to enhance effectiveness. Collaboration and Vendor Management: Partnered with project and operations teams to streamline workflows and align them with organizational objectives. Developed innovative solutions to address procurement and operational challenges, ensuring compliance with organizational standards

Quick learner Productive team member Good interpersonal skills Management skills Organizational skills Multitasking Problem-solving Adaptability Responsible Good decision maker Accuracy Dependability Empathy Willingness to learn Calm demeanour

Education Summary

Course	University	Passing Year	Country
Geophysical Engineering	Azerbaijan State Oil and Industry University	2015	Azerbaijan

Career Summary

Position	Employer	Country	From	To
Admin and Procurement Assistant	UN Migration-International Organization for Migration	Azerbaijan	06/2015	01/2025

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