



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	3497
Name	Naveen Maxim Albuquerque
Date of Birth	1977-11-19
Salary (in USD)	6000/Per Month
Industry	Drilling / Rig
Sub Industry	Crew Chief
Nationality	India
Primary Language	English,
Secondary Language	
Total Years of Experience	18

Additional Information

Roles and Responsibilities	Additional Skills/Certification
----------------------------	---------------------------------

? Inventory control in the rig warehouse using ORACLE software for inventory control. ? Assist department heads to order spares and raise Requisitions in system. ? Checking and clearing of shipments received on- board ? Daily issues out of the warehouse need to be upgraded in system at the end of the day and reorder as per min/max. ? Month-end Reports (Stock- in Transit, Monthly Issues Summary, Cycle Counts, Analysis of various reports in excel etc.) to be sent to the base office monthly. ? Maintain high housekeeping and safety standards. ? Overall control of warehouse / store, managing entire logistics, procurement and materials control factions. ? Making of Requisitions, requesting quotes and raising the PO'S. ? Inventory control in the rig warehouse using AMOS/MAXIMO software for inventory control. ? Assist department heads to order spares and raise Requisitions in system. ? Checking and clearing of shipments received onboard. ? Daily issues out of the warehouse need to be upgraded in system at the end of the day and reorder as per min/max. ? Month-end Reports (Stock- in Transit, Monthly Issues Summary, Cycle Counts, etc..) to be sent to the office on monthly basis. ? Handling shipyard projects

• T- BOSIET (OPITO APPROVED) • STCW2010 Valid till Oct 2028 with • Basic Fire Extinguisher (IRTM) • Supply Chain Management. • Warehouse Audit & Commissioning Services. (start-

Education Summary

Course	University	Passing Year	Country
Mechanical engineering	Mangalore	2002	India

Career Summary

Position	Employer	Country	From	To
Sr. Material coordinator storekeeper	Ades saudi	India	02/2025	07/2025

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