



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

Personal Information

Candidate id	4983
Name	Noman Zahoor
Date of Birth	1980-09-25
Salary (in USD)	1300/Per Month
Industry	Drilling / Rig
Sub Industry	Crew Chief
Nationality	Pakistan
Primary Language	Hindi,
Secondary Language	English,
Total Years of Experience	19

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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Keep track of fast-running items and critical parts inventory such as mud pump parts, BOP elastomers spares, TDS spares, rig engine filters, engines oil, and shale shaker screens on a daily basis. I communicate with CWH supply chain on a daily basis for arranging the materials and follow up with the material procedure to ensure cost control and inventory control. I have total control of shipment delivery and dispatches, and I constantly follow up with the field, material requisition, and instructions from management. I have systematized the rig materials supplies on time, ensuring the availability of spare parts and consumable items to the rig as demanded. I place orders, receive them, and store them in a proper manner, keeping an eye on the minimum and maximum level of material for reorder. I am also responsible for hiring and off-hiring different rig equipment in time. I keep up to date with receiving material's register for manual and electronic records, and I take the weekly, monthly, and yearly physical inventories and reconcile with computer records and manual record. I update the MTF (Material Transfer in and Out) Inventory on a daily basis. Moreover, I ensure that all rubber parts are put in the A/C store and look after it all the time. I maintain good cleaning and look after the stores. I follow up on all material items after coordination with T.P, Driller, Ch. Mechanic, and Ch. Electrician for ordering as per demanded. I carry out annual audits of rig stocks and produce reports to the Rig Manager making recommendations on changes to inventory levels, re-ordering quantities, etc. I secure all spares for handling and transit of the rig warehouse during rig moves, maintain personal training, and keep knowledge of current systems. I provide on-the-job training for trainee storekeepers or warehouse personnel and participate actively in Rig Safety Meetings. review all ordering from all departments to make sure it is not on order and the P/N is correct. I collect all MR's from different departments and process the PO's. I define all accounts according to indexes (general ledger account) and pass all PR's for the vendors according to company procedure. I receive all ordering materials according to accounts and PR's after reviewing P/N's. I put ID tags on all materials which received to show all details for these items. I arrange all received materials on locations, prepare all receiving reports and adding for the stock balance, and prepare a max/min report for the new items according to usage. I prepare daily issuing reports and make different types of physical inventory during receiving and issuing. I make a complete inventory for all warehouse during the year (cycle inventory schedule) and keep the store running in an easy way to achieve the company's target.

SAP MM Module
(Standard
Application
Procedures) – From
Oct 2009 to Present.

Education Summary

Course	University	Passing Year	Country
B.Com	Bahauddin zikriya university Multan Pakistan	2002	Pakistan

Career Summary

Position	Employer	Country	From	To
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Material man	Kcadeutag drilling international	Pakistan	01/2004	04/2009
Material man	Weatherford drilling international	Pakistan	04/2009	05/2012
Material man	Strata oilfield services offshore	Iran	05/2012	06/2013
Material man	Gulf drilling international offshore	Qatar	06/2013	07/2017
Drilling Inventory specialist	Rigserve (WDI)	Oman	10/2017	08/2019
Drilling Materials man /Inventory specialist	Kcadeutag drilling international	Pakistan	08/2019	10/2023
Drilling storekeeper/Materials coordinator	Arabian Drilling company (Saudi Arabia)	Saudi Arabia	10/2023	11/2024

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