



**FALCON®**  
MULTI SERVICES LTD

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

## Personal Information

<b>Candidate id</b>	5011
<b>Name</b>	Keerthi Krishna Chaitanya Kumar Guttula
<b>Date of Birth</b>	1981-06-23
<b>Salary (in USD)</b>	200/Per Month
<b>Industry</b>	Drilling / Rig
<b>Sub Industry</b>	
<b>Nationality</b>	India
<b>Primary Language</b>	English,
<b>Secondary Language</b>	Hindi,
<b>Total Years of Experience</b>	14

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
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equipment requiring special handling upon on arrival to the project. Provide the company's objectives policies and procedures for the activity of Materials specifications and warehouse management stock controlling and inventory. Arrange and provide materials are ready for delivery as when they required. Perform various other duties and activities as assigned by Project Lead. Ensure all tools and service equipment (Spares) are in good condition, properly store and available when needed and location. Execute instructions from the Sr Manager Materials and Project Manager. Coordinate with Rig Radio Officer, Barge Master when boat arrival or on Manifest. Cargo manifest –Backload and incoming related to shipping receiving, work orders accurately and in timely manner. Supervise at the time of lifting the equipment's and monitor loading and offloading operations. Handling the routine inventories, cycle counts etc, and conducts routine inspection. Responsible for refusing unsafe work and for carrying out all work in accordance with the established HSES Safety Standards and Work Practices. Establishes goals and measure performance of the project materials organization. Manage Inventory scrapping and rework & kitting routines. Provide material control support for the NPI assembly management structure to ensure departmental plans are met. Provide system parameters and processes continuous improvement suggestions using Volvo Production System (VPS) concepts. Execute duties as specified in the station/bill/emergency response procedures or as directed by the OIM. Actively support a working environment based on respect for health, safety and environmental issues and maintenance of a high level of asset integrity. Responsible for the physical receipt, inspection and documentation of incoming/outgoing project materials and equipment. Responsible for completing the project specific Materials Management Procedure. Plans, organize, implements and maintains project specific Site Receiving Rules, Laydown Areas and Warehouse Space. compliant manner. Trains employees, staff and/or craft labor on proper receiving, storage and maintenance procedures. Ensures proper creation, filing, and dissemination of all Material related paperwork. Maintains the Material/Inventory Management System used by the project. Management of documents distribution to ensure that all documents and drawings received and / or issued are properly controlled and maintained within the content management system and reporting mechanism in place to senior / Client management supervision.

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## Education Summary

Course	University	Passing Year	Country
B.Tech(EEE)	Annamalai university	2006	India

## Career Summary

Position	Employer	Country	From	To
Material coordinator	Bogel	Nigeria	01/2025	11/2025

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