



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	5013
Name	Manika Prabu Raja
Date of Birth	1988-05-14
Salary (in USD)	2000/Per Month
Industry	Drilling / Rig
Sub Industry	
Nationality	India
Primary Language	English,
Secondary Language	English,
Total Years of Experience	13

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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<p>operational needs. ? Maintain optimum level of inventory. ? Receiving and inspection process in accordance with the Quality Assurance Measures. ? Manage and direct the material handling, tagging and stocking according to pre-locator controlled system. ? Manage and monitor the documentation process. ? Reviews, verifies regarding the movement of inventory items. ? Annual stock taking. ? Preparing reports to Material Warehouse Supervisor for daily as well as monthly reports ? Proper locating and retrieving all Rejected material as well as Damage & Overage ? In charge of Container Control Form and preparing manifests. ? Implements approved housekeeping procedures and safety programs. ? Getting material inspected from concern department. ? Responsible for the maintenance and storekeeping of all inventory items kept in the warehouse. ? Inspects incoming materials for wear, damage, or defects; reports any discrepancies or damage in materials received; notifies the proper person if repairs or adjustments are required. ? Processes receiving and delivery for inventory and non-inventory items purchased by satellite warehouses. ? Goods Receipt Note (GRN) Preparation and communication with Finance / Purchase. ? Issue Ledger management and control at site.</p>	Basic safety
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Education Summary

Course	University	Passing Year	Country
BBA	M. S. UNIVERSITY	2009	India

Career Summary

Position	Employer	Country	From	To
Store Keeper	Heman Oil And Gas Services	Qatar	02/2020	08/2022

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