



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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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.

Basic safety

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)