



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

Personal Information

Candidate id	5014
Name	Asad Khan
Date of Birth	1997-04-16
Salary (in USD)	3000/Per Month
Industry	Procurement & Construction
Sub Industry	
Nationality	Pakistan
Primary Language	English,
Secondary Language	English,
Total Years of Experience	05

Additional Information

Roles and Responsibilities	Additional Skills/Certification
Receiving & Issuance of local Material and imported Shipment. Performing Joint Inspection of Sinoma Shipments for 7200 TPD Project. Update Status of imported Shipment in Excel Package Wise Shipment Wise Location Wise. Preparing IR's & GRN's of imported/local material through SAP which is received at Store. Posting of MIR & Reservations and SRN. Sale of Scrap Report. Handling Empty Cement Bags. Preparing Daily Material Receipt Report of Imported/Local material received at Store. Preparing Daily Empty Cement Bags Reports. Preparing Daily Diesel Status Report and maintaining diesel stock at month end. Reconciliation of Raw Materials / Empty Cement Bags at Sack Store & Packing Plant weekly and on monthly basis. Preparing daily Raw Material Report. Preparing daily Damage Short Receipt Report/Note. Preparing and verifying Bills of contractors. Making OGP's and verifying material of contractors	? Enthusiastic and Quick Learner. ? Active user of SAP ? Problem Solving. ? Data Entry in MS-Excel, Office etc. ? Ability to work in a hard environment. ? Attention to detail and accuracy in documentation and record-keeping

Education Summary

Course	University	Passing Year	Country
BBA(Hon's)	University of Sargodha	2019	Pakistan

Career Summary

Position	Employer	Country	From	To
Store Officer	Bestway Cement	Pakistan	03/2022	12/2025

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