



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

Personal Information

Candidate id	5024
Name	TASSADUAQ HUSSAIN
Date of Birth	1989-03-01
Salary (in USD)	3000/Per Month
Industry	Procurement & Construction
Sub Industry	Warehouse Person
Nationality	Pakistan
Primary Language	English, Hindi,
Secondary Language	Arabic,
Total Years of Experience	13

Additional Information

Roles and Responsibilities	Additional Skills/Certification
Led procurement workflows, E2 log tracking, and daily material management on multibillion SAR projects. • Drafted POAFs, performed supplier evaluations, and ensured alignment with procurement regulations. • Coordinated with head office for material sourcing and procurement cycle optimization. • Validated material deliveries, maintained stock records, and prepared daily activity and cost summary reports. • Prepared comparative statements and conducted pricing history analysis to support audit and budgeting Conducted internal audits of civil, CAPEX, and payroll expenditures using Oracle R12. • Validated invoice submissions, verified financial transactions, and ensured tax compliance. • Developed audit trails and internal controls ensuring adherence to company SOPs. • Reviewed APV, PV, JV, BTV entries and managed gate pass authorization for multiple departments	ERP & Accounting: Oracle R12, QuickBooks, Peachtree • Office Tools: Microsoft Office Suite (Excel, Word, Outlook) • E-Procurement & Inventory: E2 Logs, Inventory Control Systems • IT Support: Hardware/Software Setup, Internet Tools

Education Summary

Course	University	Passing Year	Country
B.COM	UNIVERSITY OF SARGODHA	2009	Pakistan
M.COM	UNIVERSITY OF SARGODHA	2012	Pakistan

Career Summary

Position	Employer	Country	From	To
DOCUMENT CONTROLLER	MADINA GROUP	Pakistan	08/2012	11/2017
DOCUMENT CONTROLLER	SHARIF GROUP	Pakistan	11/2017	02/2020
DOCUMENT CONTROLLER-PROJECT COORDINATOR	FIRST FIX	Saudi Arabia	03/2020	12/2025

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