



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

## Personal Information

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

## Additional Information

Roles and Responsibilities	Additional Skills/Certification
<p>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</p>	<p>ERP &amp; Accounting: Oracle R12, QuickBooks, Peachtree • Office Tools: Microsoft Office Suite (Excel, Word, Outlook) • E-Procurement &amp; Inventory: E2 Logs, Inventory Control Systems • IT Support: Hardware/Software Setup, Internet Tools</p>

## 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)