



**FALCON®**  
MULTI SERVICES LTD

**Falcon Multi Services Ltd**

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

## Personal Information

<b>Candidate id</b>	5193
<b>Name</b>	AMAR SINGH
<b>Date of Birth</b>	1986-09-29
<b>Salary (in USD)</b>	4000/Per Month
<b>Industry</b>	Maintenance & Inspection
<b>Sub Industry</b>	Client Representative
<b>Nationality</b>	India
<b>Primary Language</b>	Hindi,
<b>Secondary Language</b>	English,
<b>Total Years of Experience</b>	16

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
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<p>Responsible for planning, scheduling, and coordinating maintenance activities to ensure equipment reliability, safety, and cost-effective operations. The planner acts as a link between maintenance, operations, and stores. Key Responsibilities</p> <ol style="list-style-type: none"> <li>1. Maintenance Planning Prepare preventive, predictive, and corrective maintenance plans Create job plans with detailed work steps Define labor, tools, spare parts, and time required for each job Develop maintenance schedules (weekly, monthly, annual)</li> <li>2. Work Order Management (SAP PM) Create, review, and release maintenance work orders (PM01/PM02/PM03) Ensure work orders contain scope, priority, materials, and safety requirements Monitor work order status and close orders after completion Maintain accurate technical history of equipment</li> <li>3. Preventive Maintenance (PM) Develop and maintain PM schedules and maintenance plans Set parameters like cycle, call horizon, and scheduling period Ensure PM compliance and reduce breakdowns</li> <li>4. Spare Parts &amp; Materials Coordination Identify and reserve spare parts required for maintenance Coordinate with stores and procurement Optimize inventory to avoid shortages or excess stock</li> <li>5. Scheduling &amp; Coordination Coordinate maintenance activities with production/operations Prepare weekly and daily schedules Balance manpower and equipment availability</li> <li>6. Equipment Reliability &amp; Improvement Analyze breakdown data and equipment history Support root cause analysis (RCA) for recurring failures Recommend improvements to increase equipment availability and MTBF</li> <li>7. Safety &amp; Compliance Ensure maintenance jobs follow safety standards and procedures Include permits, LOTO, and risk assessments in work orders Comply with statutory and company maintenance requirements</li> <li>8. Cost Control &amp; Reporting Track maintenance costs (labor, materials, services) Prepare maintenance KPIs (PM compliance, backlog, downtime) Support budget planning and cost reduction initiatives</li> <li>9. Documentation &amp; Data Management Maintain equipment master data, BOMs, task lists Update maintenance plans and technical documentation Ensure data accuracy SAP</li> </ol>	<p>Manpower management for S/D. MS office &amp; MS project. SAP PM &amp; SAP MM.</p>
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## Education Summary

Course	University	Passing Year	Country
Bachelor of Engineering	Rajiv Gandhi Technical University, Bhopal, Madhya Pradesh	2009	India

## Career Summary

Position	Employer	Country	From	To
Senior Manager	Reliance Industries Limited	India	12/2013	12/2025

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