



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

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|----------------------------------|----------------------------|
| Candidate id | 5248 |
| Name | Begie Tupag Quiachon |
| Date of Birth | 1992-04-27 |
| Salary (in USD) | 1350/Per Month |
| Industry | Procurement & Construction |
| Sub Industry | Logistics Management |
| Nationality | Philippines |
| Primary Language | English, |
| Secondary Language | Arabic, |
| Total Years of Experience | 12 |

Additional Information

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|-----------------------------------|--|
| Roles and Responsibilities | Additional Skills/Certification |
|-----------------------------------|--|

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| <p>The Storekeeper / Material Coordinator is responsible for the effective management of materials to support smooth operational activities. This role involves receiving, inspecting, and verifying incoming materials against purchase orders and delivery documents to ensure accuracy and quality. Proper storage, labeling, and organization of materials are maintained to prevent damage, loss, or deterioration, while ensuring compliance with safety standards and company procedures. The Storekeeper / Material Coordinator maintains accurate inventory records using manual logs or inventory management systems, conducts regular stock checks, and reports discrepancies, shortages, or excess stock to management. Timely issuance of materials to relevant departments is ensured based on approved requests, minimizing delays to operations or projects. The role also includes coordinating with procurement, suppliers, and site teams to track material movements, delivery schedules, and storage requirements. Additionally, the Storekeeper / Material Coordinator monitors stock levels to support reordering and prevent overstocking or stockouts. Housekeeping of storage areas is maintained to ensure a clean, safe, and organized working environment. Proper documentation, including material receipts, issue notes, and reports, is prepared and filed accurately. Through effective coordination, attention to detail, and strong organizational skills, the Storekeeper / Material Coordinator plays a key role in cost control, operational efficiency, and uninterrupted workflow.</p> | <p>Occupational Safety & Health Training (OSHA) • Aramco Material Coordinator • King Salman Air Base Employee of the Month • King Salman Air Base-Dirab Project Safety Awar</p> |
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Education Summary

| Course | University | Passing Year | Country |
|----------------------------------|---------------------------|--------------|-------------|
| Bachelor in Elementary Education | Bukidnon State University | 2010 | Philippines |

Career Summary

| Position | Employer | Country | From | To |
|--------------------------|---|--------------|---------|---------|
| Sales Executive | Lcg Marketing | Philippines | 01/2012 | 01/2015 |
| Salesman | Kingroy Pharmaceutical | Philippines | 01/2015 | 01/2016 |
| Inventory Coordinator | Saudi Corporation for Hardware | Saudi Arabia | 01/2016 | 01/2018 |
| Car Insurance Specialist | Digital Communication Insurance | Philippines | 01/2019 | 01/2020 |
| Material Coordinator | Hadi Hammad Al Hammam | Saudi Arabia | 12/2019 | 12/2020 |
| Storekeeper | Nesma & Partners Contracting Company Ltd. | Saudi Arabia | 12/2023 | 12/2025 |

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