



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

Personal Information

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

Roles and Responsibilities	Additional Skills/Certification
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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.

Occupational Safety & Health Training (OSHA)
 • Aramco Material Coordinator • King Salman Air Base Employee of the Month • King Salman Air Base- Dirab Project Safety Awar

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