



FALCON®
MULTI SERVICES LTD

Falcon Multi Services Ltd

201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

Personal Information

Candidate id	5930
Name	Keval Vaghela
Date of Birth	1988-04-21
Salary (in USD)	2200/Per Month
Industry	Drilling / Rig
Sub Industry	Control Room Operations
Nationality	India
Primary Language	English,
Secondary Language	Hindi,
Total Years of Experience	18

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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The Completion Base Coordinator is responsible for planning, coordinating, and executing all completion-related base activities to ensure safe, efficient, and timely support to well completion operations. The role involves coordinating the preparation, inspection, testing, and dispatch of completion tools, equipment, and materials in line with approved well programs and operational schedules. The coordinator acts as a key interface between completion engineers, field operations, warehouse teams, logistics, and external vendors to ensure equipment readiness and on-time delivery to the rig or site. Responsibilities include managing inventory levels, tracking material movements, arranging redress and repairs, and ensuring proper storage, preservation, and certification of completion equipment. A strong focus is placed on HSE and quality compliance, ensuring all activities follow company standards, regulatory requirements, and safe work practices. The coordinator verifies pressure test records, inspection reports, and documentation to maintain full traceability of critical components. The role also supports planning and cost control by optimizing material usage, monitoring rentals, reducing non-productive time, and highlighting potential risks or delays impacting completion schedules. Accurate reporting, documentation control, and system updates are essential to provide visibility and support continuous operational improvement.

Completion string
preparation &
readiness Inventory &
materials management

Education Summary

Course	University	Passing Year	Country
MBA	Assam Down Town University	2017	India

Career Summary

Position	Employer	Country	From	To
Completion Base Coordinator	SLB	India	04/2024	10/2024

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