



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

## Personal Information

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

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
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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)