



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

## Personal Information

Candidate id	6500
Name	Sachin Sahu
Date of Birth	2000-11-18
Salary (in USD)	110/Per Day
Industry	Maritime
Sub Industry	Shipyard
Nationality	India
Primary Language	English,
Secondary Language	Hindi,
Total Years of Experience	4

## Additional Information

Roles and Responsibilities	Additional Skills/Certification
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Responsible for managing day-to-day administrative operations onboard construction barges and vessels. Handling complete crew administration including documentation, joining and sign-off formalities, timesheets, and coordination with master and shore office. Maintaining vessel statutory certificates, permits, logs, and compliance records in line with company and regulatory requirements. Supporting payroll processing by preparing attendance, overtime, and voyage-related reports. Coordinating crew travel arrangements, port clearance documentation, and logistics support as required. Managing purchase requisitions, invoice verification, stores documentation, and vendor coordination. Assisting project team with administrative reporting, daily progress updates, and night shift operations. Ensuring proper record keeping, document control, and timely communication between vessel, project management, and company office. Supporting audits, inspections, and internal reporting requirements. Maintaining discipline, confidentiality, and accuracy in all administrative tasks while working in offshore and construction environments.

POB Maintain, Daily reports, Crew changes support, Radio communication.

## Education Summary

Course	University	Passing Year	Country
Diploma in nautical science	International Maritime academy	2019	India

## Career Summary

Position	Employer	Country	From	To
Vessel administrator	Mubark marine	United Arab Emirates	03/2025	01/2026

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