



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

Personal Information

Candidate id	6794
Name	Waqar Zulfqar
Date of Birth	1991-01-18
Salary (in USD)	1750/Per Month
Industry	Drilling / Rig
Sub Industry	Crew Chief
Nationality	Pakistan
Primary Language	English,
Secondary Language	Hindi, Arabic,
Total Years of Experience	11

Additional Information

Roles and Responsibilities	Additional Skills/Certification
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Overseeing and managing the day-to-day operations of the warehouse, including receiving, storing, and shipping Tools, Materials & Chemicals. Ordering Material through SAP system, X-overs, Pup Joints, Drilling Bits, Chemicals for Drilling & Workover operations from Aramco tool house and upper & lower completion accessories, Rotating Tools, Wellhead Equipment's, Downhole material, OCTG Casing & Tubing, Drilling Jars, Loan Equipment's, packers etc. from service Companies to meet operations requirement in time. Inspecting deliveries for discrepancies or damage. Verifying and storing all materials received at warehouse. Perform monthly cycle count on all materials stored at warehouse. Labelling, verifying & marking all materials stored at warehouse. Maintaining accuracy of the inventory at warehouse and yard. Work together with other departments, such as logistics and procurement, to effectively manage and prioritize incoming and outgoing shipments. Receiving materials local and foreign shipments as per company purchase order, checking quantity, condition of materials & expiry dates. Follow established safety and quality assurance standards. Track shipments, monitor delivery status, and coordinate with vendors & stores houses. Checking orders, bills, items received, inventory, & deliveries for accuracy. Performing a daily inspection of the warehouse grounds. Monitoring material inventories to ensure that the correct amount of materials is on hand at all times. Managing, evaluating and reporting on warehouse productivity. Maintaining all folders and updated such a Rig files, Manuals and G. I's as most of them are the audit items. Maintaining log books, such as store keys, vehicle usage logs, Diesel/Gasoline filing records. Ensure folders, weekly and monthly reports are up to date and submitted on time. Cross-verifying the monthly report at the end of each month. Ensuring proper completion of documentation to place an order and make a purchase. Generating a Material Received Report (MRR) in a timely manner. Mastering various inventory systems, warehouse methods, and procedures is essential for efficiently managing a store's inventory and supplies. Performing stock-related tasks such as returning, packaging, labeling, and pricing goods. Reporting damaged inventories for record-keeping and reimbursement.

Material Management
Inventory Management
Logistic Management
Vendor Management
Leadership, Critical Thinking
Administrative Skills
Problem-solving skills
Attention to Details
Effective Communication

Education Summary

Course	University	Passing Year	Country
Bachelor	Alama Iqbal open university	2025	Pakistan

Career Summary

Position	Employer	Country	From	To
Material Coordinator	Qatar Chemical	Qatar	05/2025	02/2026

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