

# HAFSA ZAMAN

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Alkhobar, Saudi Arabia

## Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Experience

### Al Haj Enterprise Oil and Gas Company, Pakistan

19 Nov 2019 - 26 Dec 2019

#### Intern

- Worked closely with manager in planning projects and preparing documents.
- Created power point presentations for meetings and maintain project files.
- Performed general office support and administrative work as requested.
- Skilled on various softwares such as exploration management system, google earth, global mapper, petrel.
- Learned 2D seismic survey designing of block potwar south, Pakistan.
- Performed 2D seismic interpretation of baska north, Pakistan.

## Education

### Bahria University , Pakistan

2018

Masters in Engineering Management

3.82

### Bahria University, Pakistan

2013

Bachelors in Geophysics

3.33



## Projects

### Risk Assessment performed on oil and gas companies

- Investigation focused on small oil and gas companies of Pakistan. A field survey of small oil and gas companies was conducted using risk assessment questionnaire.
- Statistical analyses showed that risk identification and risk assessment have a strong relationship with documents of risk assessment. Safety management has a curvilinear relationship with risk identification and risk assessment. Identification of hazards and background information for planning has a weak relationship with risk identification and risk assessment.



## Skills

● Ms Office, Ms Outlook, C++, Spss, Smart PLS, Arc Gis



## Transferable Skills

- Profound ability to work in a stressful environment and meet deadlines.
- Proven ability to maintain things confidentiality always.
- Strong Research and analytical skills.
- Multitasker, excellent oral and written communication skills.
- Organized and excellent time management skills.
- Expert in drafting and report writing skills.
- Accurately typing information into computer databases.
- High level of focus and attention to detail and accuracy in a repetitive environment.



## Achievements & Awards

● Gold Medalist in Masters of Engineering Management.



## Language



English



**Publication**

Q-mobiles: " A success story"

Published case study in UK case centre.