

# Waqar Zulfqar

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## CAREER OBJECTIVE

Seeking a career opportunity with advancement options in the oil and gas field. I am looking to acquire a position with a safety-oriented company where I can bring my job skills to assist in day to day operations as well as be challenged with new and exciting opportunities.

## PERSONAL INFORMATION

Date of Birth: 18-01-1992  
Passport No: AS5786201  
Gender: Male  
Religion: Islam  
Marital Status: Single  
Nationality: Pakistani

## Qualification

<u>DEGREE</u>	<u>BOARD/UNIVERISTY</u>
Intermediate (FA)	Alama Iqbal Open University of Pakistan.
High School (Matric):	Govt. Islamia High School Jaranwala
Diploma in Computer Software & Hardware	Aman Computer College Faisalabad

## ARAMCO CERTIFICATIONS

H2S & SCBA, Drilling Operations, Surface, Apnevcgne Regulations, Safety-Handbook I,II,III,IIII, Contracting Awareness Session, Drilling & Workover Environment Management System, Environmental Occupational Health, HR TMS Saudi Aramco Employees (SAP), Industrial Fire Safety Awareness (IFSA), Information Security Essentials (SAP), Job Safety Analysis, MIS IP-02e PHISHING (SAP), Mobile Security Aramco, Overview of Rotary Drilling Operations, Rent/Loan Aramco Equipment process

(SAP), Rig Operation Unit Reports (SAP), Stuck Pipe Awareness eLearning , Safety-Handbook-10-Drilling-and-Well-Services , Introduction to Digitalization in Saudi Aramco, Confined Space Entry, Department New Secretary, Designated Representative Work Permit.

## Experience

**Material expeditor / Material coordinator** – Nov-2019 to Present

**Saudi Aramco – Rig ADC-14 & SND-2008 & SP-58, KSA**  أرامكو السعودية  
Saudi Aramco

- Assist Aramco Drilling Foreman in daily operation, make daily operations report, Game plans & prepare for next phase of operation while minimizing down time.
- Coordinate with all service companies and contractors and arrange operations
- Required service personnel and equipment in time to beat KPIs.
- Order Tools, 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.
- Handling service companies Invoices, Job Logs etc. verify and reduce costs to save company money.
- Physically Handling Saudi Aramco Tools Store and maintain Tools Inventory up to date in the SAP System.
- Working as focal point of contact in Drilling and Workover for any EGR payment Related to Saudi Aramco Vendor's material already rendered then ending with Backlogs of payment.
- Optimize the process in between Material Supply and Vendors to give 100% support to D&WO when it comes to service quality and technical support to avoid extreme difficulties in day to day operations.
- Streamline the workflow to catching up with the Rig foreman's continuous Alterations.
- Processing payments of various types of material and services e.g. Bits, Packers, and Liner and Chemicals etc.
- creating's DRSS for material and also Callouts for service hands.
- Makes reports for weekly safety Drills and send to management.

**Data Entry Operator** - March 2017 to NOV 2018

**Kamal textile LTD.** – Pakistan



- Prepare the Fabric quality Reports.
- Orders the all kind off material's
- Attending the all kind of meetings

**Admin assistant QA/QC** - March 2014 to NOV 2016

**Arabian Bemco Contracting KSA** – Riyadh



- Prepare the welding & fit-up reports.
- Maintain all kind of logs.
- Preparing the all type off the reports in word, excel and PowerPoint.
- To prepare and update Hydro test packages summary.
- To prepare Daily, Weekly, Monthly Reports and send to the management.

**Language Known**

- ENGLISH: Fluent
- HINDI: Fluent
- ARABIC: Basic
- Urdu: Fluent

**PROFESSIONALSKIL**

- Excellent in accounting knowledge
- Team Management
- Proficient in Saudi Aramco SAP & Oracle
- Extensive reporting knowledge in MS Office
- Acclimatization to the work environment soon.
- Knowledge of regulatory standards.
- Clerical knowledge
- General ledger accounting
- Expense reporting