

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. Material Handling E-Learnings.

Experience

Material expeditor / Material coordinator – Nov-2015 to Present
Saudi Aramco – Rig ADC-14 & SND-2008 & SP-58, SSA-5964, SSA-201 KSA



- 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.
- Coordinating with shipping departments to arrange for delivery of materials to the Drilling Rigs.
- 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.
- Monitoring material inventories to ensure that the correct amount of materials is on hand at all times.
- Ordering new materials when inventory is low or when materials are no longer usable due to defects or damage.

Store Keeper - January 2014 to June 2015.

Kamal textile LTD. – Pakistan



- Ability to navigate through ERP to analyze material availability and expected material receipt date.
- Orders the all kind off material's trough SAP and Ensure that the correct inventory transactions are taking place in ERP.
- Sort and counts parts and supplies and logs inventory.
- Respond to emergency supply, and equipment request.
- Responsible for the continuous supply of materials to one or more production or assembly areas.
- Collaborate with vendors and parts coordinators on incoming materials and service requests.
- Coordinating with suppliers to arrange for delivery of raw materials or finished products.

Material Coordinator - March 2011 to NOV 2013.

Arabian Bemco Contracting KSA – Riyadh



- Collaborate with various departments to manage efficient flow of all materials.
- Prepare an efficient shipping schedule and evaluate all production schedules. and determine all required materials and ensure availability of all materials.
- Coordinate with departments to ensure efficient movement of all materials and evaluate all materials sent to production department.
- Prepare reports for all materials and manage transportation of materials from one department to another and prepare all production records on computerized system.
- Coordinate with all department managers to ensure accountability for all materials.

- Maintain all sensitive data information and prepare appropriate project schedule.
- Maintain all information for status of materials on Daily, weekly, Monthly basis.
- Prepare required reports for all cost accounts and procurement to ensure compliance to all account payable requirements.

Language Known

- ENGLISH: Fluent
- HINDI: Fluent
- ARABIC: Basic
- URDU: Fluent

PROFESSIONALSKIL

- Excellent in accounting knowledge, Materials Management, Inventory Management
- Team Management, Supply Chain Management, Logistics Management.
- Proficient in Saudi Aramco SAP & Oracle, Procurement, Materials.
- Extensive reporting knowledge in MS Office.
- Acclimatization to the work environment soon.
- Knowledge of regulatory standards, Expense reporting.
- Clerical knowledge, Continuous Improvement and Manufacturing.
- General ledger accounting.