

ZAHEEB JAWED SHAIKH

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Visa Status: Owen Visa/Open Visa

EDUCATION

MS GEOLOGY (2013)

BAHRIA UNIVERSITY, PAKISTAN

BS GEOLOGY (2009)

BAHRIA UNIVERSITY, PAKISTAN

LANGUAGES

ENGLISH, URDU

SUMMARY

Have total 9 years of work experience in different companies:

- Have three years of professional experience in a private IT company in Pakistan as a Manager Operation and Sales.
- Have two years of professional experience in a private Transport Company in Dubai as a Reservation officer.
- Have four years of professional experience in Oil and Gas Industry as a Geoscientist.

PROFESSIONAL EXPERIENCE

Onyx Suppliers

PVT Limited, Pakistan

(June, 2021 till Present)

Manager Operation and Sales

- Preparation and submission of Technical and Financial proposals offered to different companies for various IT equipment in Pakistan.
- Finding and reviewing published tenders through newspapers, company websites etc. related to IT.
- Maintaining professional relation with clients through data analysis to stay updated.
- Responsible for implementing and managing strategic sales process.
- Analysing sales data to ensure sales are done smoothly.
- Maintaining sales sheet to keep a record of client's information, purchase orders, product's buying and selling and financial details.

Avantgarde Global

Limousine Company,

Dubai, U.A.E.

(November 25, 2018 to

February 1, 2021)

Operation Supervisor

- Prepare the schedule for the team members in Operation.
- Manage the booking is make sure everything run smoothly.
- Allocation of vehicles and Chuffers according to the clients
- Inspections of Vehicles and if there is an issue make it fixed before the next assignment.
- Keep the records and sending Invoice to the clients.

- Make sure the clients are satisfied and make the healthy relationship.

**Petroleum Technology
Solutions (Pvt.) Ltd.**
Islamabad, Pakistan.
(December 15, 2013 to
Jan 30, 2018)

Geoscientist

Worked on Sales and Software support for Beicip Franlab's Basin Modelling Software "Temis Flow":

- Build the Stratigraphy
- Software Installations
- Data format requirements
- Data loading and QC
- Defined the Lithologies, Erosion, Kerogens, Thermal Condition and Advance Basement.
- Giving Software Support.

Worked on Petro-works (OW) for Geological and Petro-physical Interpretation such as:

- Calculated the Water saturation, Effective Porosity and Volume of Shale
- Identified the lithology through Cross plots.
- Identified Parameters from Histogram of Multi Wells

Worked on USAID Project, assisted in the creating a unified Reserves Reporting System for O & G companies of Pakistan.

SKILLS

Experience of using MS Windows based workstations and their System & Project administration.

- Open Flow Suite
- Landmark Software Package that includes OpenWorks, Petroworks, SeisWorks, and SynTool.
- Google Earth
- MS office