

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