

# KHURAM SHAHZAD

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Father's Name:	Arshad Mahmood	Passport#	XD5143891
CNIC #	31202-7367389-9	Nationality:	Pakistani
Date of Birth:	December 15, 1991	PEC reg. #	Petgas-01973

## Professional Objective

To become a part of a leading company that is aiming to groom its employees' abilities by giving him a challenging and creative environment that realizes his complete potential.

## Specialties

- Creative Product Designing
- Abstract Calligraphy

## Experience

Drilling Engineer at Pakistan Oilfields Limited (Sep, 2013 – Present)  
(Executive in Senior Management Staff)

- Providing technical assistance to supervisor
- Shaping the stability of operation in cost effective way
- Keep a quality check and in time management of Materials for smooth working of operations
- Charging all the team members to achieve the goals in time
- Dealing with multilingual fellows (including foreigners) to keep up the smooth running of operation and in time delivery of equipment and resources
- Meetings with the different suppliers to retain the new technologies
- Focusing and implementing the safety rules to ensure the safe working of employees
- Taking feedback from all the members & sub-ordinates to minimize the loss and maximize the profit of company
- Conducting the staff meetings for risk assessments of integrated projects
- Taking part in discussions with the super bosses to mitigate the problems and enhance performance
- Making the daily, weekly and annual reports to keep a quality check and improve the future activities
- Keeping track and making lists of problems in order to mitigate them timely in future operations

## Professional Skills

- Microsoft Office Suite(Excel, Word, Power Point, One Note, Outlook)
- Adobe Photoshop
- Picasa 3
- Lightroom
- Adobe Illustrator
- Google Sketchup

## Personal Skills

- Quick Learner
- Attention to Details & Focus to Results
- Self-Driven Team Player
- Effective Resource-Time Management
- Determination to achieve the goals in time
- Strong Communication Skills
- Quickly Adaptable to New and Challenging Environments

## Qualification

**B. Sc Petroleum and Gas Engineering** 3.449/4.0 (CGPA)  
University of Engineering & Technology (UET) Lahore, Pakistan

## Trainings

- Completed 1 day course on “**First Aid Training Course (Level-II)**” by POL at Khaur (October 29, 2015)
- Completed 8 weeks course on “**English Language**” from ICAPS, Lahore (Feb-Apr, 2010)
- Completed 6 weeks course on “**Spoken English**” from UET, Lahore (Jul-Aug, 2010)

## Language Skills

- English
- Urdu
- Punjabi