PUNEET AGARWAL

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Summary

Business Data Analyst with 5.5 years of overall experience . Has good understanding of   
Upstream Oil Process and Data Analysis related with Energy and Utilities. Chemical Engineering   
Graduate with 83.4 % .

Highlights

Kofax Batch Manager Documentum  
Datalogix Indexer Tools MS Office Applications  
Trained in Data Quality Management Positive Attitude  
Tools developed by leading oil Decisive  
companies. Collaborative  
WBHP Tools  
 Open Works   
 E and P Data Management  
 Product requirements documentation  
 Process Simulation and Design  
Oil and Gas Pro Training Given by   
Chevron

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Experience

Upstream Data Analyst for Chevron

Nov 2010 to Mar 2014

Mahindra Satyam - Chennai, Tamil Nadu  
Worked as Business Data Analyst in Electronic Well File For Upstream Oil Processes.  
Worked as Upstream Data Analyst for Bottom Hole Pressure Project for Chevron.  
Able in Handling and Streamlining Electronic Documents.  
Worked on RFI and RFP for Tarapur Water Project for Mahindra Group  
Delivered detailed feature roadmaps that included action items and project targets..  
Worked closely with customer for requirement gathering for various drilliing and completion   
data quality management projects and implement the changes when necessary.  
Manage all paper and electronic document flows within the project, and from / to contractors   
or Equipment Vendors. Create and maintain document distribution matrices.  
Maintain the Doc Control System (DCS) and Electronic Document Management System (EDMS).

**Project Description –**

A ) Bottom Hole Pressure project ( Project no 1 ) is a Data Quality Management initiative which involves identifying, validating, resolving for standardization issues and migration of the Un-migrated BHP data into WBHP system which also includes Pressure type categorization and Well header data validation. This project aims at improving the overall availability and accessibility of valid and reliable Bottom Hole Pressure Data from different sources available for better reservoir management. The pressure data are identified and captured from different data sources listed below:

•Documentum – Electronic Well Files ( Project no 2 )

•Hardcopies – Physical Documents

•Intellex Database

•StarTrax Database

•Spreadsheets/Soft Copies

Data migration is prioritized based on the Management directive and Business priority. Migration is done using through WBHP tool after the initial master data validation and the migrated data is assessed after each phase to ensure that the data are loaded on the right API14 and corresponding Chev no/Side Track/Completion Number. A tool developed in Microsoft Access using Queries is utilized for the data validation part and final assessment queries are run to perform the QC part.

B ) **Contribution**

\* Data Validator

\* Offshore Project Co-Ordinator ( Team Size 5 )

\* Client Interaction –Requirement Gathering, Process Set up assistance

\* Process Analysis, Process re-engineering

\* Issue detection and providing domain solutions

\* Project Tracking

**Process Engineer**

Feb 2010 to Nov 2010

Kerry Group - Johor Bahru, Johor, Malaysia  
Worked as a Process Engineer for Kerry Group.  
Also Responsible for Analysing the FMCG Data.  
Learnt about Spray Drying Technology for different categories of products including high fat,   
low fat , nutritional etc.  
Learnt about different processes in Research and Development and Quality Assurance.  
Handle Projects related to viscosity of products.  
Work on projects for increasing the efficiency and flow rate of Dryer for different categories   
of products.  
Learned the role of different departments like Quality Assurance, Supply Chain in Food   
Industry.  
Presented Indian FMCG Market Presentation to Client

Team Member

Aug 2008 to Dec 2009

Satyam Computer Services Limited - Bangalore, Karnataka  
Undergone Training In Oracle and Databse Management.  
Worked as a Databse Team Member for numerous Internal Projects.  
Responsible for application of control systems to a wide range of chemical processes, from   
batches to continuous processes.   
Performing extensive market research for the development of new technologies and   
optimization principles in Food Industry.  
Initiating cross-training with other departments for improvising the work flow and streamline   
project completion.  
Accountable for ensuring the activities are completed within stipulated time.

Education

B.tech, Chemical Engineering

2008

National Institute Of Technology - Srinagar, Jammu And Kashmir, India  
8.34 / 10 CGPA

7 weeks Oil and Gas Training at IOCL Mathura Refinery,

Reference  
Mr A S Murthy  
Chief Technology Officer , Tech Mahindra  
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