



# OWHOR, JULIET ANASTAISA

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## Experience

Jan. 2011 – Jan 2014

**General Operations Support / Billing Analyst** (Baker Hughes Inc.)

### Responsibilities:

- Creation of sales orders for the Pressure Pumping product line including Coiled
- Tubing, Stimulation and Cementing departments.
- Maintaining SAP job data and preparation of client and vendor invoices / WCC
- Equipment delivery and transfer via SAP
- Creation of PFI/SES ExxonMobil
- Monitoring and reconciliation job tickets to field job data
- Tracking field jobs from job kickoff to completion
- Coordinating with engineering, operations and accounts departments on paperwork / billing needs.
- Facilitating logistics of functional groups.
- Preparing reports, presentations or correspondence operational and managements meetings.
- Keep records of job tickets from field operations
- Tracking of all equipment maintenance and certification status and records
- Create easy access to company procedures
- Organize and keep records of all pre and post job meetings



Woji Elelewo Road.  
Port Harcourt, Nigeria.



+234-08130483565



owhorjuliansta@yahoo.com



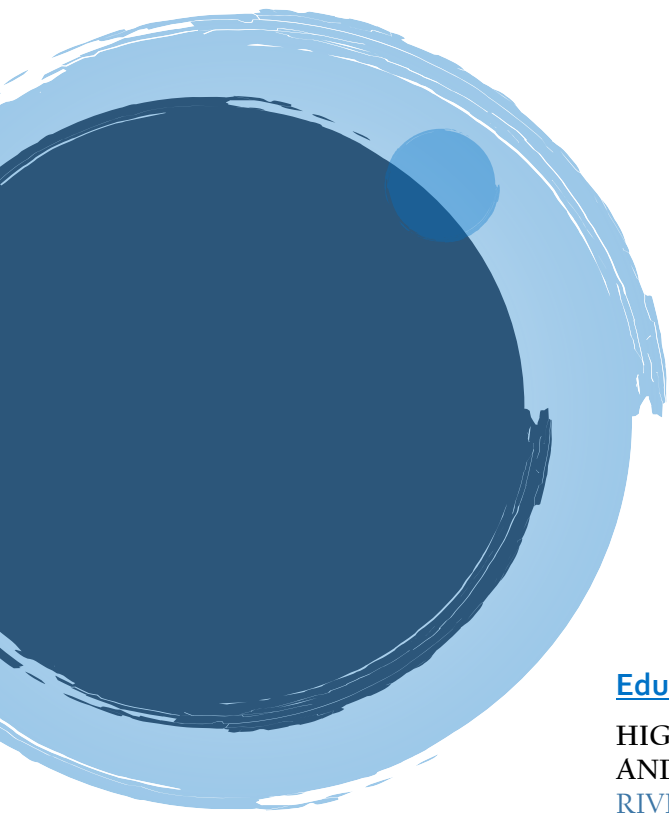
<https://www.linkedin.com/in/juliet-owhor-1b101b42>

Jan. 2014 - Jan. 2020

**Assistant Procurement Specialist** (Baker Hughes Inc.)

### Responsibilities:

- Creation of purchase requisition via SAP
- Monthly report of Purchase Requisition
- Creation of Purchase Orders via SAP
- Monthly report of Purchase Orders



- Interface with third party vendors
- Manages purchase order execution and product delivery, including placement of on-time schedule agreements, mitigation of billing adjustments / terminations and execution of cost reduction goals
- Interviews or contacts supplier sales persons, and secures bids
- Liaising with vendors to ensure they supply operations needs on time

### Education

HIGHER NATIONAL DIPLOMA (HND), OFFICE TECHNOLOGY AND MANAGEMENT

RIVERS STATE POLYTECHNIC, BORI, NIGERIA (2014)

Thesis: The roles and responsibilities of the Modern Office Manager

NATIONAL DIPLOMA (ND), OFFICE TECHNOLOGY AND MANAGEMENT

RIVERS STATE POLYTECHNIC, BORI, NIGERIA (2012)

Thesis: Effectiveness of support performance in Management growth and Improvement in the standards of both ethical and human relations

- [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

### References

[Available upon request.]

