

# UMAIR BAIG (FINANCE & ADMIN PROFESSIONAL)

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## WORK EXPERIENCE

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### Halliburton Worldwide Limited, Pakistan

#### Service Planner-1 | January 2021 – To Date

Working as a Service Planner with direct reporting to the Country F&A Manager and Product Service Line Manager, my major role in a nutshell revolves around, revenue recognition, initiating payment request (invoicing/billing) to vendors and clients, keeping a track of account receivables, equipment and personnel utilization, assets deployment, inventory management, issuing material reservations and maintenance of records, schedule Tools and Engineers in Peak Software to keep the record of Mobilizations and Demobilizations

1. Create & Maintain Sale Orders in SAP database for Billing/Invoicing to Collect Payment and to maintain DSO. Prepare and maintain manual excel record for timely tracking of receivable entries ensuring all deadlines are met.
2. Create Purchase/Service orders for any product and service required for operations (includes, equipment, office supplies, routine maintenance items, third party casual labour, LTV drivers, HTV/Crane for loading/unloading of equipment).
3. Create Services Entries for Vendor Invoices.
4. Maintain Revenue and Cost sheets on Monthly basis for Product Service Line.
5. Maintain Accrual sheets for Third-party tools and Consultants.
6. Initiate Retirement process on PSL request for the Assets considered as Obsolete.
7. Create Order for Parts from different locations within organization and from third party vendors for redressing tools for Operations.
8. Initiate Export process for assets need to be repair from UAE, and other locations.
9. Upload all assets in physical inventory list for Asset count.
10. Maintain customer contract tracker list for invoicing.
11. Direct co-ordination with field team for getting Job tickets required for Billing/Invoicing to customer.

Provide general office support to the product service line by reviewing log entries for LTV vehicles and expense before invoicing. Maintaining expense report of department's internet connection on location, office supplies, routine maintenance items and third-party day rate employees.

### Halliburton Worldwide Limited, Pakistan

#### Finance Trainee | August 2019 – December 2020

Having a year's experience working as a Finance Trainee with additional administrative responsibility of matrix reporting to Product Service Line.

Reporting to the Country F&A and Product Service Line Manager, my major role in a nutshell revolves around, revenue recognition, initiating payment request (invoicing/billing) to vendors and clients, keeping a track of account receivables, equipment and personnel utilization, assets deployment, inventory management, issuing material reservations and maintenance of records.

1. Maintain Sale Orders in SAP for billing and invoicing to customers.
2. Create Purchase/Service orders for any product and service required for operations.
3. Maintain all old record of Customer invoices all other finance stuff.
4. Support billing clerk in invoicing submission to customer for payment collections.

Provide general office support to the PSL by keeping a track of LTV and HTV. Schedule Operational meeting and prepare MOMs when required.

## **United Energy Pakistan Limited (formerly known as OMV)**

**Administrative Assistant** | May 2018 – June 2019

Having a year's experience working as an Administrative Assistant

1. Prepare and process purchase requisitions and purchase orders for office, kitchen supplies and equipment and catering services to ensure adequate stock of material against demand. Negotiate rates with vendors to optimize cost. Responsible for the allocated petty cash for the above stated items. Responsible for admin inventory stocking and disbursement per demand from each department.
2. Prepare and maintain expense reports and price lists for management review.
3. Review and track vendor payments (purchase orders) and create service entries in SAP for timely transfer of payments.
4. Preparation of cost and accrual budget reports for administration department. Prepare, update and maintain the list of vendors, office equipment and supplies.
5. Monitor and supervise company's drivers and housekeeping team for office and company's guest house. Responsible for reviewing their salaries being paid and crosschecking their time entries before payment.
6. Review log entries for all LTV vehicles, road expense and fuel cost before invoicing.
7. Travel and reservation arrangements for field/office employee through an internal TAP software.

## **Errands Services Private Limited (Tele-Marketing Company) June 2017 – Mar 2018**

Worked as a sales representative for a year with major responsibilities as stated below:

1. Identifying business opportunities
2. Targeting prospect clients to sell out life and health care benefits
3. Keeping a track and list of all clients on board

## **J- Telemarketing (Touchstone Project – Home Security System Providers) Sep 2016 – June 2017**

Worked as a sales representative for almost year with major responsibilities as stated below:

1. Identifying business opportunities
2. Targeting prospect clients to sell out home security systems
3. Keeping a track and list of all clients on board

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## **EDUCATION**

2021 Master in Commence Federal University, Islamabad  
2018 B.COM University of the Punjab  
2015 HSCC RBISE, Rawalpindi  
2013 SSC FBISE, Islamabad

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## **TECHNICAL SKILLS**

Software & Tools: MS Excel, MS Word, MS PowerPoint, SAP

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## **ADDITIONAL INFORMATION**

Volunteer - Dawn Lifestyle Expo Pak China Friendship Centre | 2018  
Volunteer - Dawn Lifestyle Expo Jinnah Convention Centre | 2017  
Volunteer - Dawn Education Expo Pak China Friendship Centre | 2016  
Volunteer - Spelling Bee Competition Dawn Media Group, Islamabad | 2016

References can be furnished upon request.