

HAFIZA MARIUM ALTAF

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CAREER SUMMARY

Qualified Engineer possessing hands-on experience in performing various tasks related to planning, tendering, budgeting, contracting, reporting, technical presentations and procedures development according to the regulatory requirements. Possessing strong communication and interpersonal skills along with remarkable presentation skills. Enthusiastic professional possessing resilient organizational and management skills, able to work in team with diligence.

EDUCATION Masters of Engineering Management (MEM) – Industrial Management (2020)

NED University of Engineering & Technology, Pakistan

Major Courses: Project Management, Total Quality Management, Six Sigma, Strategic Planning & Management, Accounting & Financial Management

Bachelors of Engineering (B.E.) - Petroleum Engineering (2014)

NED University of Engineering & Technology, Pakistan

PROFESSIONAL CERTIFICATION**PROJECT MANAGEMENT PROFESSIONAL – PMP® (2020)****PROFESSIONAL EXPERIENCE**➤ **ENI Exploration & Production Company Pakistan Ltd.** *Jun' 2014 – Dec' 2017*

(A subsidiary of ENI Exploration and Production Company, Italy.)

Reservoir Management Engineer

Main responsibilities include:

- Supervised FEC Revamp Project to reduce operating parameters resulting in ultimate field efficiency increment to more than 90%
- Supervised compression commissioning projects and Flow line DBN Projects to ensure network optimization
- Perform QA/QC of the downhole tools and equipment acquired for various projects
- Prepare and update operation procedures considering available plant capacity and in line with regulatory and HSE policies
- Prepare and update development plans for the assigned fields by using static and dynamic data to optimize recovery
- Hands-on experience in reporting, technical presentations and concise technical reports
- Prepare Daily, Monthly, Quarterly and Annual allocation/production and injection well/reserves reports
- Prepare Quarterly, Annual & Long Term production forecast (Budget, 4Year Plan & Business Plan)
- Supervised field operations ensuring the desired outcome of production enhancement
- Develop strategies to meet production and business development goals

SOFTWARE EXPERTISE

- MS–Office (Word, Excel, PowerPoint)
- MS–Project
- MS–Visio
- SAP
- PETEX - IPM Suite
- Ecrin (Saphir, Emeraude)

TRAININGS & CERTIFICATIONS

Training / Certification	Certification Authority	Completed
PETREL Application	Schlumberger NEXT	2017
Well Test Design & Analysis	Schlumberger NEXT	2016
Eclipse-100 and Petrel RE 5 days training	Schlumberger	2013
Basic First Aid	AKUH	2015
Advanced First Aid	AKUH	2015
Advanced MS Excel & Power Point	PSTD	2014

ORGANIZATIONS / AFFILIATION

Organization	Designation	Since
Society of Petroleum Engineers International (SPE)	Member	2011
Pakistan Engineering Council (PEC)	Registered Engineer (RE)	2015

PERSONAL INFORMATION

Residence: **Abu Dhabi, United Arab Emirates**

Visa Status: **Resident, UAE**

Marital Status: **Married**

REFERENCES

Will be furnished on request