



## WORK EXPERIENCE

### 1. SUCCEED SERVICES & INVESTMENT CO. LTD.

#### SALES TEAM LEADER

Target - SEPTEMBER 2018-MAY 2019

- Managed and supervised five personnel in a high-stress environment. In charge of setting, planning, and delegating tasks, sales plan and work schedules.
- Increased profits through effective sales training and troubleshooting profit loss areas.
- Analyzed sales management information in order to comment on and improve performance.
- Developing existing team members to improve their performance to deliver front line customer service.

### 2. INDIAN OIL CORPORATION LIMITED( IOCL ) : (Internship)

Petrochemical Engineer with the following responsibilities:

#### Plant SECTION :

- Assign and list down the different types of chemicals being used in the plant.
- Mention the temperatures and pressures even the flow rate.
- Clear ideas about the heat exchangers and valves being used.
- Write down the catalysts being used.

#### .PLANNING:

- The LMTD calculation.
- The fouling factor calculation.
- The sludge treatment.
- Types of heat exchangers and valves.

### 1. SYNTHESIS OF BIO-ETHANOL FROM NON-EDIBLE DEOILED JATROPHA CAKE. (GRADUATING PROJECT).

## TRAINING COURSES

1. **Market competition and product marketing.**
2. **The Art of Public Speaking.**
3. **Leadership.**
4. **Salesperson.**
5. **Health, Safety and Environment (HSE).**
6. **HTRI Software Training.**
7. **Workshop on Gas Chromatography.**
8. **Workshop on Modeling and Simulation of Complex Systems**
9. **McCabe-Thiele method studying.**

## Technology skills.

- **Microsoft office applications** (Word “English/Arabic typing”, Excel and Power Point).
- **Engineering drawing program** Auto-CAD.

# Curriculum Vitae

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## Personal skills.

- Ability to prepare and present term papers and lectures (scientific, social, popular.
- Good ability to convince different target groups.
- Coordinate and determine all the needs of the workshops, seminars and various training courses.
- Communication with official and local communities.
- Good field experience in the oil refinery.

## Languages.

- Arabic ( mother tongue)
- English ( Excellent )

*MD. Saif*