** Wasif**

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**Personal Summary**

I am looking for an entree level position or traineeship which will help me enhance my core competencies and become a valuable asset. I have previous interned at 3M Gulf Limited and Oliv and most recently at German Mirror. There I developed my communication, time management skills and in addition learned various competencies which would help me excel in a work environment. My objective is to find a position at a company that would help me progress in my undergrad field of chemical engineering and moreover develop me into a asset that is valuable to the company.

**Education**

**American University of Sharjah** (BsChE) Chemical Engineering (2013-2018)

**Sharjah American International School, Sharjah** Grade (1-12) (2001-2013)

**Professional Work Experiences**

**German Mirror Lubricant and Greases Co. FZE**

**Summer Training Program (May 21st – 6th July 2017)**

**Duties include:**

* Learning about Lubricant and Grease Classification
* Uses of different blending equipment
* Industrial Safety Guidelines
* Different test methods, procedures, for lubricants and greases
* Learning about different competitors in the lubricant market
* Work flow in the laboratory

**3M Gulf Limited Intern (July 2015 - August 2015)**

**Duties include:**

* Identifying gaps and opportunities
* Worked on a bench-marking project along with the marketing team
* Provided the marketing team with information about the local market
* Gave recommendations about which 3M products the company should improve
* Providing relevant trends within the local market
* Providing insight to consumer preferences
* Arming the local business team with local business intelligence
* Helped the marketing team collect market data (i.e from online surveys and conducting market surveys)

**Oliv (formally known as InternsME) HR and Admin Intern (August 2016)**

**Duties include:**

* Assisting the human resources team with a variety of tasks including updating our database, student communications, and other areas
* Screen and interview candidates for other positions
* Schedule phone and in-office interviews for various roles
* Maintain and update HR information systems and reports
* Perform ad-hoc administrative tasks as needed
* Attending team outing

**American University of Sharjah Student IT Assistant (March 2016 –May 2018)**

**Duties include:**

* Troubleshooting all hardware and software issues that occur
* Assisting professors with their IT related issues
* Running daily computer lab checks to make sure everything is running perfectly
* Helping to setting up events and conferences that take place in the university

**Technology Knowledge and Skills**

* Adobe (Photoshop, Dreamweaver, Aftereffects)
* MS Office (Word, Excel, PowerPoint, SharePoint, Access)
* Camtasia
* Matlab
* HYSHS
* SEO
* Google Analytics
* Word Press