September, 2018

To

HR Manager

Dear Mr Director

You are receiving this letter and résumé in response to your advertisement in papers and on the internet regarding the position of “Trainee Engineer”. You must have received large number of applications for this job; however, this letter’s objective is not to seek a mere job rather, this letter is an expression of intense desire to add value, bring efficiencies and productivity for the organization. Here is how I could contribute:

1. As a qualified chemical engineer, I am able to utilize my talent for quickly learning new information, procedures and technologies with capability to make decisions. I am exceptionally organized and able to delegate responsibilities by valuing team input and expertise
2. Being a committed and competent problem solver, I am skilled in lab experiments, research & development, testing methodologies, design problems, maintaining organization’s rules & regulations
3. I possess strong critical thinking, analytical and organizational skills including cross-cultural intelligence and global mindset; I am all-set to lead teams to create synergy and minimize friction
4. I am known as a versatile contributor with top-flight consensus-building, time management, strategic planning & analysis, performance management with immaculate cross functional and problem-solving skills

My enclosed résumé provides you more details of my qualification. You will find me available at my cell number *+92 (303)* *5210099* to decide about meeting and gauge my compatibility with your organization.

Looking *fast forward* to meeting you!

Sincerely,

Muhammad Waleed

Chemical Engineer

**Muhammad Waleed**

***Chemical Engineer***

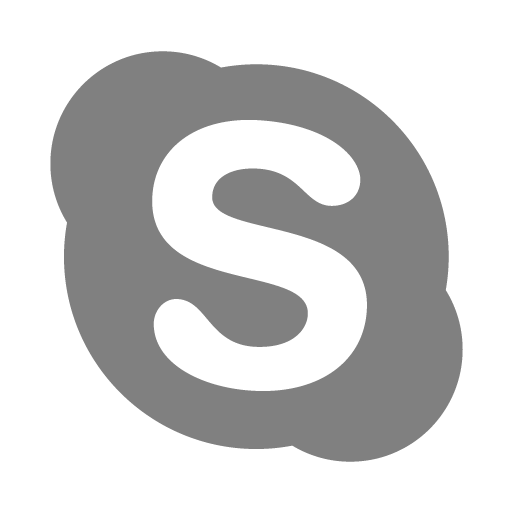
wshahid93@hotmail.com

http://bit.ly/2ompLMg





m.waleed.shahid





+92(303) 5210099



December 13, 1993



@MWaleedShahid

Why ***Waleed?***

* Solution focused professional having experience in chemical and material testing, technology development and lab experiments in an operational environment. Innovative & creative thinker with an aptitude to work closely with research and development group to solve several product formulation challenges by using a number of unique innovative products
* Highly motivated and dynamic graduate, possesses dexterity for engineering drawing and design by using computer aided software or manual methods; excels at collaborating across departments; coordinating with staff and managers to complete projects on time and within budget
* Effective team player having capability to ensure effective execution and timely delivery of services to meet company objectives. Communicative and personable, possessing skills in multi-project management, implementation, and execution. Able to assess processes and performance measures
* Process oriented individual willing to work in target based environment and poised to tackle multifaceted challenges of rapidly changing corporate setting. Self-motivated, goal oriented and organized professional striving for an opportunity to add value to your organization

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| **CORE STRENGTHS & ENABLING SKILLS** | | |
| * Chemical Engineering * Research & Development * Chemical Instrumentation | | * Technology Development * Plant Operations & Processes * Risk Assessment and Mitigation | * Health & Safety Environment * Auto Cad, 3D Max, Aspen Plus & Hysys * Communication & Presentation Skills | |

**PROFESSIONAL EXPERIENCE**

**Pakistan Ordnance Factories, Wah Cantt, Pakistan**

Worked as ***“Internee Engineer”,*** August 2016 – September 2016

**Responsibilities/Accomplishments:**

* Actively observed and learned about chemical industry in order to understand the processes. Competently worked in explosive department and material testing labs to gain knowledge of practical methods by using best fit practices
* Collaborated with senior management, colleagues and engineers to participate in process improvement. Skillfully monitored all activities associated with the manufacturing process. Identified flaws and implemented corrective actions

**Oil and Gas Development Company Limited, Islamabad, Pakistan**

Worked as ***“Mud Engineer”,*** December 2017 – January 2018

**Responsibilities:**

* Collaborated with senior management, colleagues and engineers to participate in process improvement. Skillfully monitored all activities associated with the manufacturing process. Identified flaws and implemented corrective actions
* Worked as Mud Engineer in Mud lab and perform different test of Water loss, Bentonite. Also visit Rig and Processing Unit.

**PROFESSIONAL QUALIFICATION**

* **University of Engineering and Technology, Taxila, Pakistan (In Progress)**

M.Sc. – Engineering Management

* **Wah Engineering College, Wah Cantt, Pakistan (2013 – 2017)**

B.E – Chemical Engineering

* **Specialization:**

Gas Engineering

* **Research Project:**

Production of Chloromethanes (Final Year Thesis

* **Punjab Group of Colleges (2010-2012)**

FSC Pre Engineering

* **Grammar Public School (2008-2010)**

Matric

House No B/1314, Satellite Town, Rawalpindi, Pakistan