

Thursday, 11 January 2024

Experience Letter

To Whomsoever it May Concern,

I hereby confirm that Mr. Adul Kader Sahal holding Indian Passport number Y6675103 has successfully completed his Internship at ArcelorMittal DSTC from December 11th, 2023, to January 10th, 2024.

During the placement, he was punctual and conscientious of the office timings and worked on an average of nine (9) hours per day.

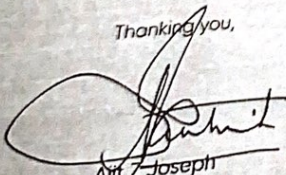
ArcelorMittal DSTC is part of the ArcelorMittal Group, which is the world's leading steel production and mining company with over 200,000 employees worldwide.

He spent his time in our Jebel Ali office where he also extended his skills in Sales and Marketing Coordination and at the same time has worked on the below projects during his internship.

- Designed templates and 3D renders of the 2024 company calendar and diary.
- Supervised and coordinate over-all procurement and production of the calendar and diary, from sourcing and comparison analysis of vendor quotations, processing of LPO, time to time follow up to secure timely delivery.
- Created voice of overs and subtitles translation to Hindi for the company corporate video, HR induction process, and onboarding process videos.
- Completed graphics for Christmas activities and MIS requirements for Admin with the use of Photoshop and Canva.
- Successfully delivered an analysis for implementation of CRM in the company. Have done a and prepared a thorough research to create a rough skeleton of what features the CRM software would consist of.

Sahal demonstrated excellent communication and research skills. He was self-motivated and demonstrated a strong inclination to learn and to contribute to the team. He was a positive intern who was constantly willing to deepen his understanding about the business and extend his skills and efforts, which we deeply appreciated.

Thanking you,



Ajit Z. Joseph
Head of HR
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