

A job advertisement for Student Engineer:

- Good knowledge of Microsoft Office
- Three-dimensional understanding and spatial thinking
- Excellent communication skills to deal with local and international clients.
- Project management training
- Enjoy working under pressure of deadlines

## Raj Kuthrapali

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### CAREER PROFILE

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Distinction average final year Bachelor of Engineering (Civil) student,

- Advanced computer skills in Microsoft Office.
- Highly developed communication and interpersonal skills through volunteer and part time work.
- Assisted a time-sensitive project at Capital Transport to be completed successfully within schedule and budget.

### EDUCATION

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Bachelor of Engineering (specialising in Civil)  
University of Wollongong

Expected June 2019

- Achieved High Distinction in all Civil related subjects.

### RELEVANT WORK EXPERIENCE

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Summer Internship, Capital Transport, Sydney

Jan 2018 – present

- Coordinated with stakeholders to revamp the logistic controls at the local warehouse.
- Summarised and analysed the project's cost-benefit analysis, which greatly benefited to ensure the project is within budget.
- Demonstrated interpersonal and communication skills through daily correspondence with stakeholders to ensure the project is within schedule and the sub-tasks are completed.
- Worked closely with the Senior Designer to design local warehouse.

### RELEVANT PROJECTS

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Final year thesis - Precautionary Construction Management for Sustainability – surveyed over 50 participants for preliminary research.

## OTHER EXPERIENCE

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Customer Service Representative  
Alliance Mobile, India

April 2013 – November 2015

- Utilised my customer service skills to maintain strong relationship with regular customers and remembering their names.
- Initiated and designed a platform to host weekly roster for the Residential Team so member could access it from any network.
- Outperformed the monthly sales target.
- Awarded Best CSR Member from over 100 nationwide outlets for the month of October and December 2014.

## TECHNICAL SKILLS

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- Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) – Advanced
- Auto CAD, Math CAD and Maple – Intermediate

## VOLUNTEER

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- Participates regularly in Cancer Council events and works effectively with other volunteers and trusted with handling the cash register for donations.

## LANGUAGES

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English, Spanish – Fluent in speak, reading and writing

## REFERENCES

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Sonia Ram  
Team Supervisor, Alliance Mobile

Tim Shaw  
Lecturer (Mining), University of Wollongong

Contact details to be provided on request.

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