**Name:** Rajesh

**Email:** Rajesh-395486@gulfjobseeker.com

**Visa Status:** Visit Visa

**Visa Expiration:** Feb 1st 2020

**CAREER OBJECTIVE:**To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

**Work experience:**

**1.**

**Duration:** September 2018 to October 2019

**Designation:** Junior Engineer
**Location:** Hyderabad, Telangana, India

**2.** (January 2016 to September 2018)

**Teller**(**Western union Agent) (Global Exchange)**

**Location:** Fairfax county**,** Virginia, USA

**ACADEMICS:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CORE SKILLS*** AutoCAD
* STAAD pro
* REVIT
* MS OFFICE
* MS PROJECT
* MS EXCEL

**PERSONAL STRENGTHS*** Good leadership skills, motivational skills and team handling ability
* Adaptive in nature
* Flexible to necessities
* Excellent communication and presentation skills.
* Passionate towards work
 |

|  |  |
| --- | --- |
| **2015-2018****(USA)** | MS in Project Management-Virginia international university, Virginia (Discontinued)3.0 GPA (scaling out of 4.00) |
| **2010 – 2014** | BE in Civil Engineering – TKR College of Engineering, HyderabadPassed with 68.5%Projects:**Year : 2013**Duration : 2 monthsTopic : Green BuildingDescription : Material and cost comparison between Conventional and Green building**Year : 2014**Duration : Four MonthsTopic : structural pavement design.Description : The Project was done for the widening and strengthening of pavement. |
| **2008 - 2010** | Higher Secondary (MPC) – Narayana Junior College* Passed with 84%
 |
| **2008** | SSC – Gowtham Model School, Nizamabad* Passed with 84%
 |

 |

|  |  |
| --- | --- |
| **Engineering Responsibilities** | **Teller/WU** **Responsibilities** |
| 1. Setting out sites and organizing facilities.
* Setting out sites with auto level.
* Experience with AutoCAD.
* Checking technical designs and drawings to ensure that they are followed correctly.
* Supervising contracted staff and counseling junior or trainee engineers
* Ensuring projects meet agreed specifications, budgets or timescales.
* Resolving technical issues with employer’s representatives, suppliers, subcontractors and statutory authorities.
* Liaising with clients, subcontractors and other professional staff, especially quantity surveyors and the overall project manager.
* Providing technical advice and solving problems on site.
* Preparing site reports and filling in other paperwork.
 | 1. Cash checks pay bills process money orders, wire money nationally and internationally.
* Proficient in exchanging 30 different countries.
* Maintained balancing record with 100% rate of accuracy.
* Recorded amounts received and prepared reports of transactions.
* Processed exchange and foreign currency.
* Proficient in using computers and other office equipment, handle complaints and cash inflows and outflows
* Maintain records to comply with laws and regulations, examined checks identification and endorsement.
* Delivered prompt, accurate and excellent customer service.
 |

**BEYOND ACADEMICS**

* Have participated in “STAAD.PRO” workshop which was held by Alcheringa’14 IIT Guwahati at Teegala Krishna Reddy college of Engineering.
* Have Organized in technical event on the topic “AUTOCAD” design at annual national level symposium, Advitiya-2013 held in Teegala Krishna Reddy college of Engineering
* Have actively participated in “HALF MARATHON” which was held by T.K.R SPORTS FOUNDATION