A person wearing a suit and tie smiling at the camera

Description automatically generated**Name:** Rajesh

**Email:** [Rajesh-395486@gulfjobseeker.com](mailto: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 months  Topic : Green Building Description : Material and cost comparison between Conventional and Green building **Year : 2014**  Duration : Four Months  Topic : 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% | |

|  |  |
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| **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