

Akash T S

MRA229, PO Cheroor, Thrissur, Kerala, India-680008 • +91 9995283961 • akashnarayan95@gmail.com

SUMMARY OF QUALIFICATIONS

- Over 3 years of experience in Electrical Engineering & Administration
- Strong background in Designing, Drafting & Modelling (HVAC, Electrical, Fire Fighting, Plumbing), Project Management, Office Administration and Operation Management.
- Proven skills in teamwork, leadership, problem solving and customer care
- Professional communication skills and fluency in English (IELTS Band 6.5 Academic valid: 2020 - 2022)
- Computer skills include: - Primavera P6, MS Project & Navisworks
 - Autodesk's AutoCAD, Revit MEP, Solid works, Ansys
 - MS Office, internet and email

PROFESSIONAL EXPERIENCE

CAD Engineer

Jul 2018 – Present

UIT Group International, Kerala, India

- Prepared and interpreted conventional and computer-assisted design (CAD) engineering designs, drawings, and specifications for piping, heating, ventilating, air conditioning, firefighting and plumbing systems.
- Prepared cost and material estimates, project schedules and reports using Revit.
- Maintained relationships with clients by providing support, information, and guidance with 100% satisfaction through proper administration.
- Design, develop and engineer high quality models using various drafting and modeling software.
- Coordinated daily workflow through task prioritization and concise scheduling
- Experience in doing international project for clients from Germany, Dubai, Abu Dhabi and Qatar

Billing & Office Administrator

Jun 2017 – Jul 2018

ITC Limited AP Kakku Associates Warehouse, Kerala, India

- Greeting customers, Establish and identifying price of goods, services and tabulate total payment required using electronic cash register, optical price scanner.
- Receive and process the payments by cash, cheque, credit card or automatic debit.
- Calculate total payments received at end of work shift and reconcile with total sales.
- Handled administrative and clerical duties and worked in conjunction with the account department, updating computer records, typing billing data, handling claim submissions and receipts, balancing bills.

PART TIME EXPERIENCE

Cashier

Jan 2019 – Aug 2019

NS Fuels, Kerala, India

- Collecting money from patrons at a gas station, dispense change and provide customers with receipt.
- Filling up gas tanks if asked.
- Charge purchases to customer's credit cards.
- Count money in cash drawer.
- Operate price scanners and answer questions and provide direction if needed.

Server & Cooking Assistant

Jun 2018 – Dec 2018

Usha's Kitchen Vintage Restaurant, Kerala, India

- Separate, remove and clear kitchen garbage, sweep and mop floors, and performed other duties to assist cook and kitchen staff.
- Taking customer orders, accept payment.
- Helping to wash, peel and prepare basic food items
- Loading and unloading trucks picking up and delivering food and supplies.
- Cleaning kitchen work areas, equipment, utensils and dishes.
- Using manual and electric appliances to clean, including operating a dishwasher.
- Clearing and cleaning tables, trays and chairs.

EDUCATION

Project Management Certificate in Primavera

2018

Synergy School of Business Skills (REP of PMI, USA), India

Certificate Course on Project Management for Managers

2017

Indian Institute of Technology, Roorke, India

Bachelor of Technology in Electrical and Electronics Engineering

2017

Kerala University, Kerala, India

Higher Secondary Level

2013

State Board of Higher Secondary Examination, Kerala, India

REFERENCES

- Available Upon Request