

OHM R. CHARAN

Project Coordinator / Project Administrator

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PROFESSIONAL SUMMARY

Master's student at QUT with an Electrical Engineering background and experience supporting engineering documentation, project activities and technical reporting. Seeking an entry-level project coordination or administration role.

EDUCATION

Queensland University of Technology (QUT)

Master of Engineering Management & Project Management (2026–2028 Expected)

Adani University

Bachelor of Electrical Engineering (2019–2023)

PROFESSIONAL EXPERIENCE

AEC Electrical

- Supported engineering documentation and project records.
- Assisted with AutoCAD drawings and coordination tasks.
- Worked with engineering teams to meet deadlines.

Harsha Engineers

- Assisted engineers with documentation and site activities.
- Developed communication, teamwork and organisational skills.

QUT Projects

- Risk assessment, stakeholder analysis, project planning and reporting.

KEY SKILLS

Project Documentation • Microsoft Excel • Microsoft Word • Stakeholder Communication • Report Writing • Scheduling • Teamwork • Problem Solving • Technical Documentation

ADDITIONAL INFORMATION

IELTS 7.5 • Available for part-time/casual work • Referees available upon request