

CHAVI GOYAL

Cranbourne east, Victoria 3977
0404917519 goyalchavi01@gmail.com

PROFESSIONAL SUMMARY

An ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. Excellent in working with others to achieve a certain objective on time.

SKILLS

Leadership

File Management

Scheduling Coordination

Complaint Resolution

Clear Communication

Teamwork and Collaboration

Permit acquisition

Document Control

Workplace Safety

Product Knowledge

Training and Mentoring

WORK HISTORY

CONSTRUCTION ADMINISTRATIVE ASSISTANT | 01/2024 to 06 /2024

DUOMO CONSTRUCTION GROUP - Bentleigh, VIC

- Project management of construction sites from initial design to handover
- Procuring building permits
- Project management during construction and assisting
- Liaising with clients
- Estimating, ordering and booking of materials & trades
- Site visits

LANDSCAPER APPRENTICE | 11/2023 to 03 /2024

FOUR SEASONS GARDEN - Narre Warren, VIC

- Enhanced customer satisfaction by providing high-quality landscaping services and maintaining clear communication throughout the project.
- Implemented efficient scheduling practices for timely completion of projects, resulting in increased client referrals.
- Designed and installed custom landscape features to meet clients' aesthetic preferences and functional needs.
- Collaborated with architects, designers, and construction teams to develop comprehensive landscaping plans for residential and commercial properties.

TEAM MEMBER - BUNNINGS | 05/2021 to Current

- Aiding with a variety of products
- Using CPOS for sales
- Providing customers assistance with refunds and exchanges.

EDUCATION

RMIT University - Melbourne, VIC | Advanced Diploma

ARCHITECTURE / BUILDING DESIGN, Expected in 07/2024

- HEALTH ALLIED SERVICES 3
- WORKING WITH CHILDREN CHECK
- FIRST AID
- RIIWHS302D & RIIWHS205D (TRAFFIC CONTROL)
- WHITE CARD
- 2021 VCE YEAR 12 GRADUATE

REFERENCES

SHAWN UPPAL
0450 093 960

LISA SPRUNT
03 8780 6100