

# Charles Jose

Mechanical Engineer

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## SUMMARY

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Highly motivated and detail-oriented Mechanical Engineering graduate with a strong foundation in design, thermodynamics, manufacturing process, and materials. Proficient in industry-standard software such as Auto Cad, Solid works, Catia, Creo Parametric, Revit MEP and ANSYS, with hands-on experience through academic projects and internships. Adopt at problem solving, hard work and applying engineering principles to real-world challenges. Eager to contribute technical skills and a strong work ethic to a dynamic engineering team in a growth-focused organization. Known for being a self-starter as well as a great team player. Aiming to leverage extensive knowledge and problem-solving skills to contribute to the success of a company.

## INTERNSHIP

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### Service advisor

Hyundai

THRISSUR, India

- Coordinated service schedules and ensured timely completion of repairs
- Communicated technical details to customers in a clear and accessible manner.
- Managed work orders and service documentation with precision.
- Assisted with warranty claims and processed service approvals efficiently.
- Promoted additional automotive services and solutions to increase revenue.
- Maintained high customer satisfaction through exceptional service and follow ups.
- Assisted in customer interactions, work order processing, and service coordination.
- Ensured proper documentation and communication between technicians and clients.
- Provided support in resolving customer concerns and warranty claims.

## EDUCATIONAL QUALIFICATION

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**Bachelor in Mechanical Engineering**, Indian Institute of Engineers

2019 — Jan '23  
New Delhi, India

**Diploma in Automobile engineering**, ARIES Poly Technic

2017 — Jan '20  
India

**Diploma in Product design**, Cadd international institute

Thrissur, India

**Certification in REVIT designing software in MEP**, Cadd international institute

Thrissur, India

**Highschool in Higher Secondary Certificate**, Lourde Matha EMHSS

2017  
Thrissur, India

## CERTIFICATIONS

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**Diploma in Product design**, Cadd international institute

**Certification of REVIT designing software in MEP**, Cadd international institute

**Higher secondary certificate**, Lourde Matha EMHSS

## SKILLS

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**Design Software** Auto Cad, Solid works, Catia, Creo Parametric, Revit, Auto desk inventor

**Technical Support** System Administration, Desktop Support

**Project Management** Team Management, MEP designing

**Office Applications** Microsoft Office-

**Communication Skills** Excellent communication and interpersonal skills, Skilled in communication with email, telephone and face to face

## PERSONAL INFORMATION

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- Nationality: Indian
- Marital Status: Unmarried
- Visa Status: Visit Visa
- Notice Period: Immediate