

ABOUT ME

Hi, I am a creative person with a passion for Interior design and architecture. I am in my final year of university studying an Associate degree in interior design and decoration.

CONTACT

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152 Mountainview Boulevard
Cranbourne North, Victoria,
3977



EDUCATION



**ASSOCIATE DEGREE IN
INTERIOR DECORATION AND
DESIGN AT RMIT UNIVERSITY**

Degree

2018 – current



HIGH SCHOOL DIPLOMA

Degree

Graduated – 2017 from Alkira
Secondary College

CHHARU MATHI BALAJI

INTERIOR DESIGNER (2ND YEAR STUDENT)

OBJECTIVE

Seeking the opportunity to further my skills, knowledge and gain more experience in the interior design and architecture industry. A personable and astute student with proven time-management and collaborative skills. I like to draw inspiration from everywhere, to create new ideas and solve problems either in personal life or professional life by looking at it with lateral thinking that will help me come up with a creative solution.

EXPERIENCE

RECEPTION/ ADMIN AT RAVEN MEDICAL CENTRE

(April 2014 - May 2014)

- Performed various administrative roles.
- Attended to patients, booking appointments and helping patients with forms and claims.
- Patient data gathering.
- Scheduling and data entry.

SKILLS

- Sketch Up
- AutoCAD
- Revit
- Microsoft Office
- Technical Drawing
- Adobe Photoshop
- Adobe Acrobat
- Adobe InDesign
- Adobe Illustrator
- Drafting

HOBBIES & INTERESTS

- READING
- Photography
- Drawing
- Cooking & Baking
- Outdoor activities

LANGUAGE

- ENGLISH – FLUENT
- HINDHI – FLUENT
- TAMIL - FLUENT

PERSONAL ATTRIBUTES

- ✓ **Effective Communication Skills:** Articulate communicator with an appreciation for the different communication styles required when working with team members or customers.
- ✓ **Honest and Reliable:** Strong morals and ethics ensuring honesty, reliability and ability to responsibly undertake tasks.
- ✓ **Flexible:** Understanding of the need for flexibility in order to support last-minute demands and changes. Comfortable with changing environments and situations, ensuring ability to remain flexible and adaptable at all times.
- ✓ **Time Management:** Dedication to effective prioritization and management of time by allocating tasks and recording activities in schedules and daily to-do lists.

REFERENCES

Professional:

- Jane Mancini
Coordinator (Interior Design and Decoration) Design Hub
(Building 100), School of Architecture and Urban Design
RMIT - City campus
M: 0410 780 527
E: jane.mancini@rmit.edu.au
- Ali Colwell Matsuura
Sessional Lecturer (Interior Design and Decoration) Design Hub
(Building 100)
RMIT School of Architecture and Urban Design RMIT City campus
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- Dr Sangeetha Shubhu
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Raven Medical Centre
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Personal:

- Dr Saravanan Krishnaraj
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- Mr. Sitaram Reddy Pylla Pizza Hut Bell Post Hill,
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