

# Jit Kwong Cheo

adamcjk@gmail.com | 0433 241 992 | Bray Park, QLD, 4500

[Jit Kwong Cheo](#) | [LinkedIn](#)

## Key skills

- Critical thinking and problem solving
- Attention to detail and quality
- Meet tight timeframe
- Able to work as a team & work individually
- Professionalism and strong work ethic.
- Excellent verbal and written communication skills
- Strong client service skills
- Work well under pressure
- Have the "can-do" attitude
- Willing to learn

## Education

**Certificate of completion in The Complete Web Developer**  
from UDEMY(Online study)

**Bachelor in Engineering (Part time) (Major in Electrical Engineering)**  
from QUT  
Current year 2

**Certificate III in Electrotechnology Electrician** from Tafe QLD  
Graduated 2019

## Summary

To utilize my expertise in the field of electrical trade and soon engineering and implement my innovative ideas and creative mind towards the area of specialization and to secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

## Career history

### **Radar Technical Specialist** at Groundprobe

August 2022 – Current

Provide maintenance radar work to various mine sites and maintain a good relationship with customers

### **Key responsibilities**

- Making sure the radar servicing is up to standards
- Collecting data off radars to be analyze
- Keeping up to date on stock takes
- Troubleshooting various issues
- Analyze table & graphs to explain to customers
- Ensuring there are correct IP addresses for site networks to work with the radars
- Deployment & packing up of radars
- Soldering sensitive electronic equipment with right procedures
- Having safe work practices
- Using JIRA in agile project management

### **Achievements**

- Better understanding of Information Technologies in the real world and being able to broaden my connection with various industries experts in the mining industries

**Certificate II in  
Automotive Mechanical**  
from Tafe QLD Graduated  
2013

**Diploma of Aircraft  
Maintenance  
Engineering (Avionics)  
TB2** from Aviation  
Australia  
Graduated 2013

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## **Electrician at SJ Electric**

Sept 2015 – August 2022

Building commercial switch board and copper bar under the  
legislation

### **Key responsibilities**

- Install, repair, and maintain commercial electrical system
- Excellent reading of schematic project drawings
- Developed great understanding of implementation and wiring of life safety devices and control systems
- Wired addressable lighting system, lights, and emergency lighting system
- Carried out tests such as installation resistance tests, loop impedance test and visual inspection tests
- Mentoring apprentice and giving support when needed
- Assisting project manager on time management, gear, design of board for planned project

### **Achievements**

- Being in different sections in the company from Switch board building, Woolworths Light & power section, to Service Support section to earn a wide knowledge & experience

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## **Vocational Placement at The Green (Lend Lease)**

Aug 2015 – Sept 2015

Assisting license electrician to complete the job

### **Key responsibilities**

- Installing power point on every brand-new unit in the construction site
  - Learn how to strip wire using proper techniques and skills
  - Learn to understand the instruction given out by leading hand and supervisor
  - Reporting any health and safety concerns to site supervisor
  - Understand the health and safety while working in a construction site
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## **Store Manager at Crust Pizza (Taringa Store)**

Feb 2013 – Sept 2015

Overseeing the efficient running and profitability of the store and managing the employees. Dealing with customer service issue and ensure the food quality is of a high standard.

### **Key responsibilities**

- Managing budgets, and maintaining statistical and financial records
- Performance management and workplace scheduling
- Problem solving and handling customer enquiries and complaints
- Ordering, receiving, handling damage products and returns
- Recruiting, training and supervising staff
- Ensure compliance with licensing, hygiene and health and safety legislation and guidelines

### **Achievements**

- Working in Crust Pizza (Hamilton store) since Jul 2011 and being promoted as Store manager with 2 years of time

## **Languages**

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- English
  - Chinese – Cantonese
  - Chinese – Mandarin
  - Malay

## **Interests**

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- Riding Bike
  - Cooking
  - Cycling
  - Swimming

## **References**

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Available upon request