

DIVESH KUMAR

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EDUCATION

University of Nottingham
B. Eng. Mechanical Engineering

Nottingham, UK
Sep 2011 - Jul 2013

Thammasat University
Major: Mechanical Engineering

Rangsit, Thailand
Jun 2009 - May 2011

EXPERIENCE

British High Commission
Visa Support Assistant

New Delhi
February 2020 - Present

- Sort and store all incoming applications according to their point of origin by scanning the application number into an Excel file
- Use VLOOKUP to find a particular application that is being requested by a team member and update the status in the Excel file

VisionIAS
Admin Counselor

New Delhi
June 2019 - January 2020

- Handling inquiries through different communication channels, primarily over phone and online chat
- Addressing and resolving basic incidents and requests
- Creating a positive experience through deep problem understanding, ensuring timely resolution or escalation, communicating promptly on progress, and handling customers with a consummately professional attitude

Ministry of External Affairs
Assistant Section Officer (Outsourced)

New Delhi
November 2017 - October 2018

- Financial management - processed monthly payments of vendors and coordinated with Finance department to ensure payments were done in a timely manner
- Drafting general or administrative correspondence in accordance with MEA and departmental styles and checking language, grammar and accuracy prior to submitting for signature and clearance
- Attended weekly media briefings, recorded and uploaded to the Ministry's YouTube channel

Dar Al-Handasah
Mechanical Engineer

Pune, Maharashtra
June 2015 - August 2016

- Part of the team responsible for the complete design and engineering of plumbing systems
- Writing/editing plumbing specifications, equipment and fixture selection
- Familiar with AutoCAD and had some training with Revit MEP

SKILLS

Office Suites: Microsoft Office

English: Native-level proficiency. Excellent in verbal and written communication.

PROJECTS

Chicken McBites Ad

https://youtu.be/XipB_QkzYCY

Acted in a TV advertisement for McDonald's Arabia while living in Beirut (Production company: Stoked Films)