

ALVIN LUO

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Professional Profile

A highly self-motivated and ambitious graduate in Civil Engineering with an excellent knowledge of such principles and concepts as project management and an understanding of the relevant health, safety and environmental issues. Able to demonstrate strong technical and problem solving capabilities acquired through the successful and timely completion of both individual and group projects. An extremely confident communicator capable of presenting information clearly and articulately both verbally and in writing. Works equally effectively on own initiative and as part of a team and thrives in highly pressurised working environments.

Objective

Currently looking to embark on a career in the field of Engineering/Information Technology, seeks a new and suitably challenging position that will make best use of existing skills, qualifications and experiences and enable continuing professional development.

Education and Qualifications

MEng: Civil Engineering, University of Birmingham (2009)

Modules: Water Supply & Treatment; Foundation Engineering; Engineering Mathematics; Structural Engineering Design & Analysis; Construction Practice & Management; Construction Design; Financial Decision-Making

Project: Investigate the effect of different steel bar surface rib pattern with different link spacing on reinforcement ductility

5 SAM Grades: English, Mathematical Studies, Chemistry and Specialist Mathematics (2005)

(A Level Equivalent)

10 SPM Grades: Including English, Mathematics and Additional Mathematics (2004)

(GCSE Equivalent)

Course Attended: The Effective Manager module from the MBA, Northampton University (2010)

Further Skills

I.T. Proficiency: Word, Excel, PowerPoint, AutoCAD, Visual Basic, Access, Photoshop, Illustrator, Dreamweaver, Internet and Email

Languages: Fluent English, Mandarin and Malay

Career Summary

2010-date

RUTLAND TELECOM, LEICESTERSHIRE

Developer – Visual Basic, Access, Excel / Technical Consultant

- Collect and collate appropriate data for use in databases and conduct related research.
- Generate reports using IT / database systems and assist in their analysis.
- Monitor and maintain the quality of database systems.
- Assist in development and upgrading of database systems and analytical techniques.
- Large scale data processing with extensive use of both Access and Excel. This will include formatting files, loading data into in-house data management systems, data transfers, liaising with data suppliers and internal customers etc.

2006-2009

OLIVE NENDOH SKIN CARE, MALAYSIA

Sales Executive

- Conducting extensive research to facilitate the conceptual development and implementation of an innovative marketing plan

Career Summary cont.

- Analysing key variables including competitors, product mix, pricing and profitability as well as reviewing the customer base
- Designing a fully functional, user-friendly website and promoting the site in various newspapers and via Google whilst maintaining awareness of budgetary constraints
- Additionally responsible for the creation of a product sample to enhance awareness of the brand with RM50,000 generated in annual sales during the website launch

2008 **MIYAKO TEPPANYAKI JAPANESE RESTAURANT, BIRMINGHAM** **Waiter**

- Contributing directly to the smooth running of the front of house area of the restaurant and the bar, working effectively with colleagues to deliver outstanding customer service at all times
- Additionally responsible for the resolution of general enquiries and complex complaints received both in person and over the telephone

2007 **SONY, MALAYSIA** **Sales Assistant**

- Liaising extensively with customers to establish their specific requirements before providing them with expert advice on the most suitably products accordingly
- Identifying and maximising opportunities to promote key product lines to facilitate the achievement of sales targets

2006 **WORLD CYBER GAMES, MALAYSIA** **Head Referee**

- Officiating during the games with responsibility for ensuring that all teams understand and comply with set rules and regulations

Positions of Responsibility

- Webmaster of the Birmingham Malaysian Society responsible for creating a new website to raise awareness of the existing society
- Elected as Design Team Leader for the High School Magazine
- Raising significant funding for the Leo Club through the sale of handmade bookmarks to students and lecturers
- Volunteering as an entertainer during the Global Happiness Day performing magic to disabled children

Personal Details

Health: Excellent; non-smoker
Other: Driver; full clean licence (Malaysian & UK Driving Licence)

Interests and Activities

Currently include: Swimming, Photography, Entertainer (Performing Magic) and Reading Entrepreneur & IT Related Books

Eligible to Work

United Kingdom: Tier 1 (Post-study Work) – Valid until 27 May 2012
Malaysia: Right to work in Malaysia. (Nationality: Malaysian)

References are available on request