

Sheehan Anthony Das

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CAREER OBJECTIVE

A motivated and results-driven final-year student completing a Bachelor of Engineering (Honours) in Civil Engineering and a Bachelor of Business (Accounting) at the University of Technology Sydney. Seeking an entry-level opportunity to apply strong analytical, technical, and interpersonal skills in a dynamic, growth-focused organisation. Recognised as a dedicated and adaptable individual with a proven ability to work independently or collaboratively. Brings excellent communication, administrative, and problem-solving abilities, along with a strong commitment to exceeding expectations and contributing to team success.

KEY SKILLS AND COMPETENCIES

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|-----------------|-----------------------------|------------------------|
| Dependability | Leadership | Strategic Planning |
| Problem-Solving | Team work & collaboration | AutoCAD |
| Time Management | Communication & Negotiation | Microsoft Office Suite |

EDUCATION

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| Bachelor of Engineering (Civil:Honours) University of Technology, Sydney <i>Thesis - Sustainable Strategies in Engineering (High Distinction)</i> | 2018 - Present |
| Bachelor of Business (Major: Accounting) University of Technology, Sydney | 2022 - Present |

WORK EXPERIENCE

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|------------------------------------------------------------------------------------------|------------------------------------|
| Assistant Draftsperson/Student Engineer Capital Engineering Consultants | August 2025 - November 2025 |
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Worked on creating and designing simple structures such as Granny Flats using AutoCAD and completing Dilapidation reports.

Accomplishments:

- Provided much-needed support to qualified engineers, often completing administrative work and general bookkeeping during the day.
- Worked to the highest quality to ensure all work was completed by set deadlines issued by the manager and supervisor.
- Often drove out to sites to complete Dilapidation Reports
- Collaborated directly with engineers and clients to ensure compliance with regulatory standards and construction timelines.
- Observed and gained exposure to engineering standards, site safety requirements, and client communication protocols

Admin Assistant/Data Entry Operator**Feb 2025 - Present****111 Accounting and Taxation Pty Ltd**

Developed skills in professional documentation, attention to detail, and accurate data handling, relevant to maintaining precise client files in a financial services environment.

Accomplishments:

- Provided critical administrative and data entry support to accountants and tax agents, assisting with document preparation, client correspondence, and daily office operations.
- Entered and maintained financial records and client data into internal systems with a high degree of accuracy and confidentiality.
- Assisted in the preparation of Business Activity Statements (BAS), individual tax returns, and invoicing, gaining exposure to core accounting procedures.
- Frequently liaised with clients to collect supporting documents and clarify information, ensuring smooth workflow and compliance with deadlines.
- Maintained digital and physical filing systems, contributing to a well-organized and efficient office environment.
- Shadowed accountants and observed client meetings, enhancing understanding of compliance, tax law, and financial documentation standards.

Sales Assistant**Nov 2022 - Feb 2025****Tarocash**

Assisted in daily sales operations, contributing to a 10% increase in store revenue through effective product placement and customer interaction. Provided exceptional customer service, ensuring high satisfaction and repeat business.

Accomplishments:

- Aided in creating repeat business which in turn generated more profit towards the shop and company.
- Advised and answered any queries a customer had on certain products, their stock and price.
- Managed all transactions and in addition maintained a good KPI which resulted in manager satisfaction.
- Supported stock control and merchandising, leading to better product visibility and faster inventory turnover.
- Handled all point-of-sale transactions accurately, including returns and exchanges, ensuring a smooth and professional checkout experience.

Cricket Coach**Sept 2021 - Present****Wentworthville Leagues Cricket Club**

Appointed head coach of the senior Wentworthville Magpies Team and responsible for all teaching and instruction provided to all players in the team

Accomplishments:

- Worked cohesively with parents and other assistant coaches to navigate their child's growth throughout the year.
- Worked one-on-one with specific individuals to harness their potential and improve specific aspects of their game.
- Trained and facilitated the growth of individuals throughout the season which resulted in their improvement and understanding of the game.

Private/Freelance

Worked with students to help them understand key concepts, especially those learned in the classroom. Subjects that were taught were Maths, PDHPE and Physics.

Accomplishments:

- Resolved problems that students had with their work by creating worksheets, notes, and varying analogies to ensure clarity and a comprehensive understanding of the subject matter.
- Ensured that students were happy and enjoyed the work that they completed by making harder topics more engaging to learn.
- Helped students achieve excellent results in assessments and examinations.

EXTRA CURRICULAR ACTIVITIES

Seven Hills Cricket Captain

2018 - Present

Rugby Sevens Captain

2016 - 2017

Project Compassion Volunteer

2014 - Present

Debate Team

2015 - 2017

First XI Cricket Captain

2012 - 2017

School Ambassador/Representative

2014 - 2017

First XV Rugby Union Vice-Captain

2014 - 2017

St. Vincent De Paul Volunteer

2014 - 2017

Second XIII Rugby League

2017

REFEREES

Available upon request