

ROLL NUMBER: P25700169

Mitali Hanumandas Chandak

Female

DOB

22-Apr-2001

TECHNICAL SKILLS

- MS Office
- MS Project
- Primavera
- Adobe Revit
- CostX
- AutoCAD
- Adobe photoshop
- Project Coordination
- Stakeholder and client management
- Powerpoint
- Cost estimation
- MS Excel

PERMANENT ADDRESS

Shri Nagar Colony, Nachangaon
 Road, Pulgaon
 City: Wardha
 State: Maharashtra
 Pincode: 442302

LANGUAGE

- ENGLISH
- HINDI
- MARATHI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	9.57	2027
Graduation	SMT MANORAMABAI MUNDLE COLLEGE OF ARCHITECTURE, NAGPUR	83.31	2023-Jun
Intermediate	MAHARASHTRA STATE BOARD, NAGPUR	89.23	2018-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, WARDHA	89.3	2016-May

WORK EXPERIENCE (1 Year 10 Months)
N.Z.Associates

10-Aug-2023 - 07-Jun-2025

1 Years, 9 Months, 28 Days
PROFILE: Architectural designer

During the 22 months of my work experience, I've been involved in following parts -

1. Prepared **detailed working drawings** (plans, sections, elevations, construction details) for residential and commercial projects, ensuring constructability and compliance.
2. Supported **site visits and preparation of site observations** to understand on-ground conditions and construction practices.
3. **Coordinated with multi-disciplinary stakeholders** (clients, structural & MEP consultants) to ensure design-service integration, reduce rework, and maintain project timelines.
4. Helped in **collation and organization of project documents** (drawings, specifications, quantities).
5. **Participated in client meetings and follow-ups**, incorporating feedback into revised drawings and documentation.
6. Ensuring compliance with local building codes, regulations, and project specifications and assisting in preparing BOQs, material specifications, and presentation drawings when required.
7. **Cost optimization:** Conducted cost analysis of alternative construction materials and methods to achieve efficiency.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 26 Weeks)
Ambience Design

01-Jun-2022 - 30-Sep-2022

17 Weeks
PROFILE: Architectural Intern

As an Intern, I was actively involved in multiple stages of architectural and interior projects, ranging from design development to on-site execution.

- Assisted in **design development and technical documentation** for residential and commercial interior projects.
- Supported preparation of **working drawings, 3D models, and presentation material** for client discussions.
- **Conducted site visits** to gain exposure to execution practices, materials, and on-site coordination.
- Supported senior architects in translating conceptual designs into executable drawings.

Architect Rushikesh H

04-May-2026 - 10-Jul-2026

9 Weeks
PROFILE: Project Management Intern

- Tracked project progress against planned schedules, identified potential delays, and maintained project timelines to support timely completion of project milestones.
- Assisted in coordinating residential and commercial architectural projects across different stages of design and execution.
- Prepared, organized, and maintained project documentation, including drawings, reports, meeting minutes, and progress records.
- Collaborated with architects, consultants, contractors, and internal teams to facilitate smooth project communication and coordination.
- Monitored project schedules and tracked deliverables to help ensure milestones were met on time.
- Supported project planning by compiling project data, organizing technical documents, and following up on action items.
- Participated in design review meetings and documented key decisions and project updates.
- Ensured project records were accurate, organized, and compliant with firm documentation standards.
- Assisted with administrative and coordination tasks to support efficient project execution.

CERTIFICATION DETAIL

- DigiQC
- Coursera - Finance for Non-finance Manager
- Coursera - Construction Equipment Maintenance & Safety

ACHIEVEMENT DETAIL

- Rachayata Competition - **TATA Group - Runner up**
Proposed development plan for Tata Advanced Systems Limited (TASL), Nagpur focusing on employee centric design by introducing new recreational spaces and well-designed office-shop floors.
- Assisted the **Solar Industries India Ltd.** in **evaluation and shortlisting 10 globally renowned architectural firms** for a major upcoming headquarter project, contributing to the final selection through comparative analysis of design proposals, technical capabilities, and financial parameters, aiding strategic decision-making.
- Recognized for **leadership and coordination** during final-year MASA Convention.