

ROLL NUMBER: P25700174**Dholay Vaishnavi Gulabrao**

Female

DOB

29-Dec-1996

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Sketch up
- Lumion
- V-ray

PERMANENT ADDRESS

B 804, JEEVAN, YASHWIN JEEVAN
& ORCHID, YASHWIN ROAD,
NEAR VIBGYOR SCHOOL, SUS,
PUNE
City: Pune
State: Maharashtra
Pincode: 411021

LANGUAGE

- ENGLISH
- HINDI
- MARATHI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.76	2027
Graduation	SINHGAD COLLEGE OF ARCHITECTURE	66.24	2020-Apr
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	64.62	2014-Feb
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	88.55	2012-Mar

WORK EXPERIENCE (4 Years 2 Months)**Mind Manifestation Design**

08-Mar-2021 - 31-Mar-2023

2 Years, 0 Months, 23 Days**PROFILE:** Assistant Architect

Worked with the organization for two years as an Assistant Architect on residential and commercial projects. Supported project planning and early-stage activities by preparing architectural drawings, layouts, and basic design details. Assisted in site visits for layout checking, measurement verification, and monitoring work progress as per approved drawings.

Prepared quantity take-offs and basic BOQs, and supported vendor comparisons and procurement documentation. Coordinated with structural, electrical, and plumbing consultants to ensure smooth integration of services and resolve design-related issues. Helped organize project drawings, approvals, and related documentation.

Participated in client meetings, assisted with design revisions, and gained exposure to on-site execution and coordination, contributing to an understanding of project feasibility, documentation, and overall development processes.

Kabra Architects

01-Apr-2023 - 30-May-2025

2 Years, 1 Months, 29 Days**PROFILE:** Architect

Worked on architectural design development for residential and commercial projects, supporting activities from concept planning to execution stages. Assisted in preparing and coordinating presentation drawings, working drawings, and detailed construction drawings in line with project requirements, approvals, and timelines. Contributed to organizing and reviewing design information to support smooth project planning and execution.

Supported the management of multiple design tasks simultaneously by maintaining accuracy, quality, and adherence to deadlines. Coordinated with internal team members, structural, electrical, and plumbing consultants, and other stakeholders to ensure integration of design inputs and resolve coordination issues. Participated in regular discussions and meetings to track project progress and incorporate required revisions.

Demonstrated strong technical understanding, attention to detail, and compliance with professional standards throughout project activities. Took initiative in handling assigned responsibilities independently while supporting overall project objectives. Maintained a consistent work ethic, professionalism, and commitment to delivering quality outcomes across all stages of the project.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 34 Weeks)**Avinash Nawathe Architects**

15-May-2019 - 12-Nov-2019

25 Weeks**PROFILE:** Internship Trainee

Worked on residential housing projects involving preparation of working drawings, construction detailing, interior layouts, and block feasibility studies. Developed 3D models, SketchUp views, physical models, and design presentations for client and internal reviews.

Participated in site visits to understand housing construction methodologies, coordination challenges, and quality practices.

Assisted in technical presentations, drawing documentation, and approval coordination.

Supported the liaisoning department in preparing approval drawings.

Planhigh Architects and Project Management Consultants

04-May-2026 - 03-Jul-2026

8 Weeks**PROFILE:** Project Coordinator

The internship at a Project Management Consultancy (PMC) involved supporting project coordination by assisting in various technical and managerial activities throughout the project lifecycle. Key responsibilities included monitoring site progress, preparing quantity take-offs from construction drawings, conducting vendor comparisons based on technical and commercial parameters, obtaining and evaluating quotations from suppliers and contractors, and maintaining project-related documentation. The role also involved accompanying senior team members during client and site coordination meetings, assisting in discussions with consultants, contractors, and vendors, and gaining practical exposure to project planning, procurement processes, and construction management practices while ensuring compliance with approved drawings and project requirements.