

ROLL NUMBER: P25700306**Kuruvila Saijan**

Male

DOB

22-Mar-1999

TECHNICAL SKILLS

- AutoCAD
- MS Office
- SketchUp
- ArchiCAD
- Revit
- Rhino & Grasshopper
- Twinmotion
- Adobe Creative Cloud
- Procreate

PERMANENT ADDRESS

Oliyapuram House, EN-160,
Angamaly, Ernakulam, Kerala,
683572

City: Ernakulam

State: Kerala

Pincode: 683572

LANGUAGE

- English
- Hindi
- Malayalam

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.61	2027
Graduation	AVANI INSTITUTE OF DESIGN, CALICUT, KERALA	65.9	2022-Apr
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION, DELHI	85.8	2017-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, DELHI	83.6	2015-May

WORK EXPERIENCE (2 Years 0 Months)**WOA DESIGN STUDIO PVT LTD**

01-Apr-2023 - 05-Apr-2025

2 Years, 0 Months, 4 Days**PROFILE:** Lead Architect & System Strategist**Key Responsibilities**

- **Portfolio Management:** Managed the end-to-end design delivery and coordination for a diverse portfolio of 15+ projects, ensuring strict adherence to client requirements and timelines.
- **Commercial & Mixed-Use:** Delivered high-value Mixed-Use Developments and Commercial Corporate Hubs, overseeing design intent from concept to execution.
- **Institutional & Hospitality:** Coordinated deliverables for large-scale Educational Institutions and Luxury Hospitality Resorts.
- **Residential:** Oversaw detailed design and execution for premium Private Residences.
- **Operational Systems Strategy:** Spearheaded the development of office-wide Standard Operating Procedures (SOPs). Authored the official Employee Handbook and implemented structured file-management systems, significantly improving internal workflow efficiency and data retrieval.
- **Stakeholder & Vendor Management:** Acted as the primary liaison between clients, structural engineers, and MEP consultants, facilitating cross-functional collaboration to resolve design conflicts and ensure proper completion.
- **Team Leadership:** Mentored junior architects and managed resource allocation to ensure deliverables met quality standards and project deadlines.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 70 Weeks)**Flying Elephant Studio**

21-Jan-2021 - 30-Jun-2021

22 Weeks**PROFILE:** Trainee Architect

- **Project Documentation:** Assisted senior leadership on Large-Scale Institutional Projects, contributing to schematic layouts and the preparation of Good for Construction (GFC) drawings.
- **Design Coordination:** Participated in multidisciplinary design reviews and mastered protocols for handling complex project documentation and compliance standards.

OLIYAPURAM MARKETING COMPANY

01-Jun-2022 - 28-Feb-2023

38 Weeks**PROFILE:** ARCHITECT (INTERN)

- **Site Execution & Quality Control:** Supervised the end-to-end execution of a G+3 Commercial Building, ensuring all construction activities aligned with design specifications and quality

benchmarks.

- Procurement & Logistics: Managed material procurement schedules and coordinated with multiple vendors and contractors to prevent site delays and maintain project momentum.
- Safety & Compliance: Monitored and enforced on-site safety protocols, proactively addressing workflow bottlenecks during the critical construction phases.

NURU KARIM PARTNERS LLP

04-May-2026 - 03-Jul-2026

8 Weeks

PROFILE: Urban Planning

- Project Design & Modeling: Executed 3D modeling and detailed rendering for Millworks, Vestibules, and Retail Bulkheads as part of a large-scale Airport Design Standardization project.
- Schematic Development: Directed conceptual design development, creating comprehensive concept presentations and schematic layouts for the PSIS School (Mumbai) and the Kota Beach House projects.
- Drafting & Documentation: Prepared preliminary architectural drawings and official submission drawings, and drafted the initial design guideline documentation utilizing Adobe InDesign.
- Project Coordination: Accelerated overall project timelines and enabled timely leadership decision-making through proactive communication and seamless cross-team coordination.
- Studio Operations: Thrived in a fast-paced design studio environment, consistently delivering highly detailed, result-oriented work while strictly adhering to project deadlines.

ACHIEVEMENT DETAIL

Kerala State Level Judo - Participant.