

ROLL NUMBER: P25700311

**Vaishnavi Vaishnavi**

Female

DOB

03-Mar-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- PowerBI
- Revit
- V-Ray
- Enscape
- Adobe Creative Suite
- SketchUp

PERMANENT ADDRESS

15-5-269, Basavashraya, Near
Gurudatta Dhyamandir, Bidar
City: Bidar
State: Karnataka
Pincode: 585403

LANGUAGE

- ENGLISH
- HINDI AND KANNADA

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	7.94	2027
Graduation	BMS COLLEGE OF ARCHITECTURE, BENGALURU	69.8	2024-Jun
Intermediate	GOVERNMENT OF KARNATAKA, DEPARTMENT OF PRE UNIVERSITY EDUCATION, BANGALORE	73.66	2018-Mar
High School	CBSE, DELHI	81.7	2015-May

WORK EXPERIENCE (1 Year 0 Months)**INFRASCAPES LLP**

11-Mar-2024 - 11-Mar-2025

1 Years, 0 Months, 0 Days**PROFILE: ARCHITECT- DESIGN ASSOCIATE**

- Coordinated **end-to-end design and project execution** within set timelines and budgets.
- Supported **project planning, scheduling, and documentation** using AutoCAD, Revit, and SketchUp.
- Collaborated with **architects, engineers, and vendors** to ensure design **feasibility and quality**.
- Assisted in **cost estimation, material selection, and fabrication coordination**.
- Identified risks and **ensured compliance** with technical and design standards.
- Prepared **project reports, presentations**, and client documentation packages.
- Contributed to **workflow optimization** and **process improvement** initiatives.
- Participated in **client meetings** and presentations to communicate project progress.
- Conducted client meetings and **site visits** across **Bangalore, Delhi, Vizag, and Pune**.
- Created **visual and technical content** supporting project and marketing objectives.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 61 Weeks)**CREATIVE GROUP LLP**

22-Aug-2022 - 09-Dec-2022

15 Weeks**PROFILE: INTERN ARCHITECT**

- Developed **conceptual plans and visualizations** using hand sketches and digital renderings.
- Created presentation materials and visual boards for **client discussions**.
- Prepared and **updated construction drawings** and documentation in AutoCAD and Revit.
- Supported **detailing, layout revisions**, and project documentation workflows.
- Collaborated with **architects, project managers, and multidisciplinary teams**.
- Participated in **project reviews, coordination meetings, and progress tracking**.
- Researched **materials, finishes, and sustainable design** alternatives.
- Assisted in preparing **material specifications and selection sheets**.
- Maintained **project files, version control**, and documentation accuracy.
- Converted conceptual ideas into detailed **technical deliverables**.
- Conducted **site visits and client interactions** to align project requirements.

GROUND TALE ARCHITECTS AND DESIGNERS

19-Jun-2023 - 06-Mar-2024

37 Weeks**PROFILE: JUNIOR ARCHITECT**

â€¢ Developed **architectural drawings** (conceptual to construction) using **AutoCAD, Revit, SketchUp**.

â€¢ Created **3D views** and **client proposals** for **residential & commercial** projects.

- â€¢ Prepared **project specifications, cost estimates, and design documentation.**
- â€¢ Coordinated with **architects, engineers, and MEP consultants** for compliance.
- â€¢ Managed **client meetings** and **project communication.**
- â€¢ Collaborated with **contractors** and **multidisciplinary teams.**
- â€¢ Conducted **site visits** for **measurements** and **quality checks.**
- â€¢ Prepared **authority submissions** per building codes.
- â€¢ Researched **materials, systems, and sustainable practices.**

Cherry Hill Interiors Pvt. Ltd

04-May-2026 - 04-Jul-2026

8 Weeks

PROFILE: Intern

- Assisted in the **planning, design, and execution** of **commercial interior design projects** from concept to implementation.
- Prepared **layout plans, technical drawings, design presentations, and project documentation** using industry-standard design software.
- Coordinated with **architects, project managers, contractors, vendors, and site teams** to ensure timely project execution.
- Supported **material selection, quantity estimation (BOQ), procurement coordination, and cost documentation.**
- Conducted **site visits**, monitored **construction progress**, and ensured compliance with **design specifications, quality standards, and project timelines.**
- Gained hands-on experience in **project coordination, stakeholder communication, construction management, quality control, and interior project execution.**

CERTIFICATION DETAIL

- C.Tech higher diploma in interior design
- Operational excellence foundations
- Root cause analysis: getting to the root of business problems
- Microsoft project in business situations: tips from the field
- Microsoft project quick tips
- Microsoft project step-by-step: planning for successful project management
- Learning Microsoft project
- Six Sigma: green belt
- Six Sigma foundations
- Learn six Sigma foundations
- Getting started with Microsoft project
- Become a six sigma green belt
- Ethics and engineering practice
- Finance for non-financial managers
- Construction Management: Planning and Scheduling

ACHIEVEMENT DETAIL

Cultural Coordinator | NICMAR University (2025-26)

- Led the **planning, budgeting, and execution** of flagship cultural events, achieving **high student participation** through strategic event management and **digital marketing** campaigns across **Instagram, Canva, and WhatsApp.**
- Directed and mentored four cultural clubs - **Dance, Music, Fashion, and MAD Club** facilitating competitions, workshops, and intercollegiate events while fostering **leadership, teamwork, and student engagement.**
- Coordinated **cross-functional teams**, managed **meeting schedules, approvals, conflict resolution,** and stakeholder communication to ensure the seamless execution of events.
- Designed **promotional materials**, including **social media creatives, reels, posters, and event branding,** using **Canva and Adobe Illustrator** to enhance visibility and audience engagement.
- Collaborated with **Student Affairs, faculty, vendors, and external partners** to organize auditorium events for **1,000+ attendees**, ensuring efficient logistics, grievance resolution, and operational excellence.
- Strengthened **student engagement, discipline, and campus culture** by successfully delivering impactful cultural initiatives and fostering collaboration across departments.