

ROLL NUMBER: P25700358



Neha Raj Asha
Female

DOB

09-Apr-1999

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Sketchup
- Adobe Indesign
- Adobe Photoshop
- Lumion
- V-Ray
- Enscape
- Procreate
- Primevera
- Navisworks
- Autodesk Revit
- RIB CostX
- Smart PLS

PERMANENT ADDRESS

TLRA 23 ANISHA, Thoppil Lane,
Kumarapuram
City: Thiruvananthapuram
State: Kerala
Pincode: 695011

LANGUAGE

- ENGLISH
- MALAYALAM
- HINDI
- ARABIC
- FRENCH

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.51	2027
Graduation <i>Architecture</i>	MARIAN COLLEGE OF ARCHITECTURE AND PLANNING, THIRUVANANTHAPURAM	72.5	2022-Apr
Intermediate <i>Science (PCM)</i>	CENTRAL BOARD OF SECONDARY EDUCATION, DELHI	74.4	2017-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, DELHI	79.8	2015-May

WORK EXPERIENCE (1 Year 12 Months)

Top Concept Engineering Consultants

03-Jun-2024 - 31-Aug-2025

1 Years, 2 Months, 28 Days

PROFILE: Architect

- **Collaborated with multidisciplinary teams** comprising architects, contractors, engineers, and clients to coordinate the planning and execution of **large-scale architectural and infrastructure projects**, facilitating effective communication and alignment across project stakeholders.
- **Developed, reviewed, and approved detailed design drawings, blueprints, and technical specifications** in compliance with applicable **UAE building codes, regulations, and safety standards**, ensuring design accuracy and regulatory adherence.
- **Coordinated project schedules, progress tracking, and reporting** to monitor project performance, support timely delivery, and maintain alignment with established **budgetary, technical, and regulatory requirements**.
- **Supported project management and contract administration functions** through **procurement coordination, contract documentation, and compliance monitoring**, helping maintain structured project execution and adherence to contractual and regulatory obligations.
- **Contributed to cost-control and resource optimization initiatives** by identifying opportunities to improve resource utilization and project efficiency, supporting the reduction of project expenditures while maintaining required **design quality, functionality, and safety standards**.

Next Engineering Consultants

03-Jun-2023 - 29-Feb-2024

0 Years, 8 Months, 26 Days

PROFILE: Architectural Engineer

- **Supported the conceptual and technical design development of residential, healthcare, and commercial projects**, applying project planning and management methodologies to align design development with project objectives, scope, and timelines.
- **Evaluated project scope, deliverables, and design requirements** to identify potential project risks, support the implementation of mitigation strategies, and ensure alignment with applicable **design standards and regulatory frameworks**.
- **Conducted client consultations** to understand functional, spatial, and aesthetic requirements, translating client needs into **detailed architectural proposals and design solutions** aligned with project objectives.
- **Coordinated with structural, MEP, and civil engineering teams** throughout various project phases to facilitate multidisciplinary integration, maintain design intent, and improve the **constructability and technical coordination** of proposed design solutions.
- **Participated in design presentations, stakeholder meetings, and project documentation**, contributing to project progress monitoring, design reviews, stakeholder coordination, and effective client communication.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 27 Weeks)
Varghese Panicker Architects

16-Aug-2021 - 23-Dec-2021

18 Weeks
PROFILE: Architectural Intern

- **Prepared architectural drafts and drawings** in accordance with project scope, design requirements, and budgetary constraints, supporting the development of practical and project-aligned design solutions.
- **Gained practical exposure to fieldwork, design development, and technical detailing** across **large-scale hospital, commercial, and residential projects**, developing an understanding of the coordination between design intent and on-site execution.
- **Studied and interpreted local architectural regulations, building codes, and applicable guidelines** to support design development and ensure that proposed solutions complied with relevant statutory and regulatory requirements.
- **Coordinated with cross-functional teams** to integrate sustainability considerations into design and project development, supporting collaboration between architectural, technical, and other project stakeholders to improve overall design outcomes.

Savvy Infrastructure Pvt. Ltd.

11-May-2026 - 11-Jul-2026

8 Weeks
PROFILE: Contracts Intern

- **Supported contract administration and commercial documentation** by preparing and reviewing **contracts, work orders, and purchase orders**, ensuring clear documentation of project scope, deliverables, commercial terms, and procurement requirements.
- **Drafted and assisted in preparing multiple contract and agreement formats**, including **façade contracts, petty-rate worker contracts, and procurement contracts**, supporting structured and consistent contractual arrangements across different project requirements.
- **Developed standardized work-order formats for future company use**, creating structured templates that improved consistency in documentation and streamlined the process of preparing and issuing work orders for subsequent projects.
- **Prepared detailed rate schedules** for project activities and materials, supporting systematic cost evaluation, rate comparison, and commercial decision-making during procurement and contract finalization.
- **Performed quantity estimation for construction activities and materials in accordance with applicable SEZ requirements at GIFT City, Gujarat**, ensuring that project quantities and associated documentation were aligned with the specific requirements and regulatory framework of the SEZ environment.
- **Supported procurement and subcontracting processes** by preparing purchase orders and procurement-related documentation, helping establish clear specifications, quantities, rates, and commercial terms for vendors and contractors.
- **Contributed to the contracts and commercial function at Savvy Infrastructure's GIFT City projects** by integrating quantity estimation, rate schedules, contract drafting, work-order preparation, and procurement documentation, strengthening the efficiency and standardization of project commercial processes.

CERTIFICATION DETAIL

- Sustainability in Architecture: An Interdisciplinary Introduction from Universitat Politècnica de València
- Fundamentals of Project Planning and Management from University of Virginia

ACHIEVEMENT DETAIL

Secured 1st rank in Dissertation (Research) semester and placed among the Top 10 in the Bachelor of Architecture final examination (2022), conducted by Cochin University of Science and Technology