

ROLL NUMBER: P25700629


Jinia Dutta
Female

DOB

25-Aug-1999

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera P6
- Revit
- Navisworks
- Sketchup
- Lumion
- Twinmotion
- Adobe Photoshop
- Adobe InDesign

PERMANENT ADDRESS

Ward No.27,Biplabi Ganesh Ghosh
Sarani, South Babupara ,Siliguri
City: Darjeeling
State: West Bengal
Pincode: 734004

LANGUAGE

- English
- Hindi and Bengali

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.76	2027
Graduation	BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY) COLLEGE OF ARCHITECTURE , PUNE ,MAHARASHTRA	62.5	2022-May
Intermediate	INDIAN SCHOOL CERTIFICATE , SILIGURI, WEST BENGAL	69.83	2017-May
High School	INDIAN CERTIFICATE OF SECONDARY EXAMINATION ,SILIGURI ,WEST BENGAL	79.16	2015-May

WORK EXPERIENCE (2 Years 8 Months)
Green Architecture Consulting Engineers Pvt. Ltd.

01-Nov-2022 - 30-Jun-2025

2 Years, 7 Months, 29 Days
PROFILE: Architect

- **Coordinated multidisciplinary teams** (prime architect, consultants, contractors, statutory authorities) for a **3.3+ million sq.ft. mixed-use development**, ensuring complete **design&execution alignment** and resolving cross-discipline conflicts.
- Led **technical due diligence**, performing design risk assessments, constructability checks, and technical query resolution to prevent rework and execution delays.
- Managed **statutory approvals and regulatory submissions**, ensuring full compliance with building codes, development regulations, and by laws.
- Developed structured **documentation systems** (drawing registers, revision logs, issue tracking), improving traceability and reducing approval cycles.
- Prepared **progress reports, dashboards, and technical briefs** using MS Excel & PowerPoint, linking milestones with project KPIs, timelines, and commercial impacts.
- Led design documentation and coordination for a **3.4 lakh sq.ft. residential project**, ensuring quality control, version accuracy, and execution-ready deliverables.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 45 Weeks)
Habib Modara Art and Architecture

02-Jul-2022 - 29-Sep-2022

12 Weeks
PROFILE: Trainee Architect

- Supported concept design and presentation development for **residential and institutional projects**, producing drawings, renders, and visual presentations.
- Participated in **site inspections, coordination meetings, and risk reviews**, learning cross-cultural project management practices.

GREEN ARCHITECTURE CONSULTING ENGINEERS PVT. LTD.

01-Jul-2021 - 15-Dec-2021

23 Weeks
PROFILE: TRAINEE ARCHITECT

- Implemented **document control systems**, including drawing logs, file structures, and issue registers, strengthening compliance and audit readiness.
- Assisted in **regulatory interactions**, preparing submission drawings and resolving approval feedback with consultants and authorities.
- Gained working knowledge of **cost estimation, BOQs, budgeting, and value engineering**, understanding the financial impact of design decisions.

Cherry Hill Interiors Pvt. Ltd.

PROFILE: Project Intern

- Supported the execution of a ₹9.65 crore **Design & Build corporate office fit-out project**, covering approximately 38,000 sq. ft.
- Prepared **BOQ-based quantity take-offs, material schedules, and procurement trackers** for flooring, partitions, ceilings, furniture, and finishes.
- **Coordinated** with project managers, design teams, PMC, contractors, and vendors to facilitate timely execution and documentation.
- Assisted in **project planning** by preparing and updating schedules in Microsoft Project and **tracking** activity-wise progress.
- Reviewed **GFC drawings, shop drawings, and material submittals** to ensure compliance with project specifications and execution requirements.
- Participated in quality assurance activities, including **MIR** preparation, **DLP inspections**, and site progress monitoring.

CERTIFICATION DETAIL

- Council of Architecture