

ROLL NUMBER: P25701016

Surabhi Singh

Female

DOB

13-Dec-2001

TECHNICAL SKILLS

- AutoCAD
- MS Project
- MS PowerPoint
- Canva
- Revit
- Twinmotion
- MS Excel

PERMANENT ADDRESS

C136, San Tropez, Madrid County,
 Bhayli, Vasna, Vadodara, Gujarat
 City: Vadodara
 State: Gujarat
 Pincode: 391410

LANGUAGE

- English
- Hindi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	8.63	2027
Graduation	MANIPAL SCHOOL OF ARCHITECTURE AND PLANNING MANIPAL, KARNATAKA	73.05	2025-May
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION	86.2	2020-Jul
High School	CENTRAL BOARD OF SECONDARY EDUCATION	78.8	2018-May

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 34 Weeks)
Geo Designs And Research PVT. LTD

01-Dec-2023 - 30-May-2024

25 Weeks
PROFILE: Professional Trainee

Responsibilities included working under the guidance of the senior architect, assisting in design development through detailed preparation of building layout, floor plans, furniture and fixture layouts, and hence developing alternate design proposals for live projects.

Table space constructions Pvt. Ltd.

11-May-2026 - 10-Jul-2026

8 Weeks
PROFILE: Project intern

- Completed a rotational internship across the **Design, Procurement, Projects, and Operations** departments, gaining exposure to the complete workplace project lifecycle.
- Assisted the Design team in design coordination, space planning, and layout review activities.
- Supported Procurement by understanding vendor management, material sourcing, purchase processes, and procurement documentation.
- Worked with the Projects team to assist in progress monitoring, documentation, and stakeholder communication.
- Gained hands-on exposure to workplace operations, facility management, and day-to-day operational processes.
- Collaborated with multidisciplinary teams to understand the integration of design, procurement, execution, and operations in delivering workplace solutions.
- Developed practical knowledge of project coordination, cross-functional collaboration, documentation, and professional communication.

CERTIFICATION DETAIL

- Project Management: The Basics for Success
- Introduction to Corporate Finance