

ROLL NUMBER: P25701021**Prajakta Sanjay Sushir**
Female**DOB**

15-Mar-2003

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Sketchup
- Rhino
- Photoshop
- Enscape
- Vray
- Candy

PERMANENT ADDRESS

127, Dattatraya Nagar, Behind NIT
Garden, Nagpur, 440024
City: Nagpur
State: Maharashtra
Pincode: 440024

LANGUAGE

- English
- Hindi and Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	7.69	2027
Graduation	SWARGIYA JAGANNATH JATTEWAR SHIKSHAN SANSTHA'S INSTITUTE OF DESIGN EDUCATION & ARCHITECTURAL STUDIES, NAGPUR	60.7	2025-Jun
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	65.38	2020-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION	70	2018-May

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 27 Weeks)**GRAYSTONE PALETTE ARCHITECTS**

08-Jan-2024 - 09-May-2024

17 Weeks**PROFILE: INTERN**

- Assisted in **designing and drafting 5+ residential building layouts** using **AutoCAD** and **SketchUp**.
- Supported **project scheduling** and **timeline tracking** using **MS Project** concepts.
- Coordinated with **architects, engineers, and contractors** for **design development** and **issue resolution**.
- Conducted **site visits** to monitor **construction progress** and ensured **work execution as per drawings**.
- Assisted in **quantity estimation, material tracking, and documentation of project reports**.
- Prepared **photorealistic renderings** using **V-Ray** and **Enscape** for **client presentations**.
- Maintained organized **project documentation** to support smooth **project execution**.

Anarock Property Consultancy

05-May-2026 - 11-Jul-2026

9 Weeks**PROFILE: Sourcing and Closing Intern**

- **Coordinated stakeholders** including customers, Channel Partners (CPs), and internal teams to ensure smooth project commercialization and customer onboarding.
- **Prepared and managed Excel trackers** for lead management, customer status tracking, payment schedules, collections monitoring, and sales progress reporting.
- **Assisted in cost estimation, billing calculations, payment plan preparation, and financial tracking** to support customer closures and revenue monitoring.
- **Conducted project site visits** for prospective clients, explaining project scope, development phases, amenities, and construction progress.
- **Monitored payment milestones, documentation, and booking processes** to ensure timely completion of customer transactions.
- **Managed client communication and issue resolution**, enhancing stakeholder satisfaction throughout the customer lifecycle.
- **Collaborated with cross-functional teams** to support project timelines, sales targets, and operational coordination.
- Supported project cash flow management through **collection tracking and payment follow-ups**.

CERTIFICATION DETAIL

- Initiating and Planning Projects
- Project Management: The Basics for Success

ACHIEVEMENT DETAIL

Sports Head**Institute of Design Education & Architectural Studies, [Undergraduate Studies]**

- Led and managed a **team of 20+ members** for **institute-level sports events**.
- Planned and executed multiple events within **allocated budget** and **defined timelines**.
- **Coordinated with stakeholders** including coaches, administration, and participants.
- Managed **resource allocation, scheduling, and logistics operations**.
- Demonstrated leadership, communication skills, and **problem-solving skills** in **event execution**.

Social Media & PR Lead at Urban Sketchers (USK) Nagpur**Project Lead “ National & International Festivals**

- Owned **end-to-end project delivery** of **City based and National & International events**, managing **scope, milestones, execution strategy, and post-event performance review**.
- Defined **project roadmap, deliverables, and critical timelines** to successfully execute multi-venue events with **200+ participants** and **15+ cross-functional volunteers**.
- Coordinated with **8+ National & International USK chapters** (Madrid, Barcelona, Pune, Bangalore, Chennai, Thiruvananthapuram), driving **stakeholder alignment** and large-scale participation.
- Led **cross-functional collaboration** across artists, vendors, sponsors, and partners, ensuring seamless **stakeholder management and issue resolution**.
- Managed **budget tracking, resource allocation, logistics planning, and risk mitigation**, delivering workshops and exhibitions within defined timelines.
- Secured **sponsorships and strategic partnerships**, while executing a structured **digital growth strategy** to enhance event visibility and community engagement.