

ROLL NUMBER: P25701022**Samiksha Sunil Potdukhe**

Female

DOB

22-May-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- phtoshop
- sketechup
- revit
- enscape
- lumion
- QGIS
- procreate
- Advanced excel
- SPSS
- Candy
- @Risk

PERMANENT ADDRESS

T2- 706, GODREJ GREEN COVE,
MAHALUNGE-BALEWADI
City: Pune
State: Maharashtra
Pincode: 411052

LANGUAGE

- English
- Hindi
- Marathi

INTERESTS

- Sustainable Infrastructure
- Sketching
- Concept visualisation
- Problem-solving through creative design

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	9.06	2027
Graduation	MKSSS, DR. BHANUBEN NANAVAVATI COLLEGE OF ARCHITECTURE FOR WOMEN, PUNE	65.5	2024-May
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, NAGPUR/MAHARASHTRA	76.62	2019-Jun
High School	CENTRAL BOARD OF SECONDARY EDUCATION	91.2	2017-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 33 Weeks)**Architect Rushikesh H.**

15-Jun-2023 - 04-Dec-2023

24 Weeks**PROFILE:** intern

- Assisted in planning and development of architectural models, collaborating with vendors to track materials and procurement schedules.
- Coordinated with clients on project progress, design changes, and approvals to ensure alignment with timelines and expectations.
- Coordinated with structural and MEP consultants for timely drawing delivery.
- Managed vendor coordination and quality checks during execution
- Supported site visits, monitoring construction progress, and documenting deviations for presentation and reporting purposes.
- Prepared drawings, presentations, and progress documentation for client and internal review meetings.
- Facilitated communication between design, site, and client teams to streamline project workflow and reduce potential delays.
- Key Learning: Gained hands-on exposure to end-to-end project lifecycle management, strengthening understanding of planning, scheduling, and stakeholder coordination.

Currently expanding expertise in project planning and reporting through case studies and digital project management tools (ERP-Power BI).

GODREJ PROPERTIES LIMITED

15-May-2026 - 15-Jul-2026

8 Weeks**PROFILE:** Operations- (Planning) Intern

- Monitored and tracked progress of construction projects, including residential towers, retail complex, and Ancillary building structures.
- Prepared and maintained project schedules, progress reports, and planning dashboards to support timely project execution.
- Coordinated with cross-functional teams including construction, MEP, procurement, and vendors to track project deliverables and resolve execution bottlenecks.
- Assisted in project planning, resource allocation, and milestone tracking to ensure adherence to construction timelines.
- Prepared Minutes of Meetings (MOMs), action trackers, and status reports for management review and stakeholder communication.
- Monitored material procurement, approvals, and delivery schedules, ensuring alignment with project requirements and construction sequences.

- Identified critical activities and dependencies affecting project progress and supported mitigation planning.
- Collaborated with site teams and consultants to collect progress updates and ensure accurate project reporting.
- Supported project controls through schedule analysis, work progress monitoring, and coordination of execution activities.
- Facilitated communication between vendors, contractors, and internal teams to ensure timely completion of project milestones.

Skills Demonstrated

- Project Planning & Scheduling
- Construction Project Management
- Stakeholder Coordination
- Progress Monitoring & Reporting
- Vendor Management
- Resource Planning
- Risk & Dependency Tracking
- Microsoft Excel & PowerPoint
- Documentation & Meeting Management

CERTIFICATION DETAIL

- Capturing spatial data by photogrammetry for scanning and documenting Architectural Heritage