

ROLL NUMBER: P25701032

Panchami Milind Gunda

Female

DOB

11-Jan-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Sketch Up
- Rhinoceros 3D
- Lumion
- Enscape
- Power Director

PERMANENT ADDRESS

201, B Wing, Indrapuri Apartment,
 Opp SBI, Karvenagar, Pune 411052
 City: Pune
 State: Maharashtra
 Pincode: 411052

LANGUAGE

- ENGLISH
- MARATHI
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	9.02	2027
Graduation	DR. BHANUBEN NANAVATI COLLEGE OF ARCHITECTURE, PUNE, MAHARASHTRA	75.96	2023-Apr
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE, MAHARASHTRA	73.85	2018-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, PUNE, MAHARASHTRA	93.1	2016-May

WORK EXPERIENCE (1 Year 6 Months)
Sikachi Incorporation

18-Dec-2023 - 30-Jun-2025

1 Years, 6 Months, 12 Days
PROFILE: Junior Architect

Having worked as a Junior Architect with Sikachi Incorporation, an architectural firm with expertise in delivering Interior and Architectural Bungalow projects, Public Landscape Projects and Commercial Buildings turning into city's landmarks, I got an opportunity to be involved across all domains. The major projects I have worked on are

1. Opula House, Pune [Luxury Interior residence]

- Took **independent responsibility** for a 4BHK Interior project in coordinating and managing all design communication, on-site decision-making and client management without supervisory dependencyâ€”demonstrating ownership, adaptability and problem-solving in high-pressure environments.

- Conducted periodic site visits to **monitor construction activities**, verify compliance with working drawings, resolve on-site design changes, record delays and coordinate with site engineers, contractors and vendors to troubleshoot issues.

- Assisted in creation and monitoring of **project schedules** using MS Office for tracking design progress, material procurement status, contractor deliverables and site execution milestones.

- Frequently **led client meetings** to gather functional and aesthetic requirements, present design concepts, discuss cost implications and address design modifications.

2. MSEB Office, Baramati [MSEB Office with commercial amenity spaces]

- Supported tendering and **planning activities** through preparation of Concept Plans and Working Drawings required for client submissions and regulatory approvals.

- Participated in Stakeholder Meetings and ensured documentation of decisions, **change requests** and action items for implementation.

3. Vidya Pratishthan School, Daund [Institutional Project]

- Contributed to the **conceptualisation** and development of Design Plans for a School project in Daund.

- Single-handedly made 3D visualizations to effectively communicate the design intent.

4. Turning Backyards into Front yards [Riverfront Development]

- Conducted extensive research and prepared pre-study reports, feasibility study, etc contributing to project conceptualisation.

- **Trained and supervised** multiple Fresher Architects and Design Interns by assigning work, reviewing outputs, providing software training, reviewing design accuracy and ensuring adherence to **project standards**, timelines and documentation protocols.

5. Commercial complex-Mandai, Baramati

- Coordinated multidisciplinary teams including Structural, Landscape and MEP consultations, acted as a **communication link** between principal architects and consultantsâ€”ensuring clarity of design requirements, stakeholder coordination, timely issue resolution and streamlined decision-making.

- Prepared presentations, drawings and documentation sets for internal reviews, client

presentations and project status meetings”ensuring accurate reporting on progress, risks, delays and corrective actions.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 28 Weeks)

Indian National Trust for Art and Cultural Heritage

01-Jun-2022 - 15-Oct-2022

19 Weeks

PROFILE: Architectural Intern

- Contributed to heritage-based development projects by assisting in planning, design documentation and **adaptive reuse proposals** for vernacular homes and homestays in Anegundi, Hampi in alignment with cultural, functional and sustainability standards.
- Conducted on-site area mapping, surveying and data collection to support restoration and project feasibility studies”**coordinating with local teams**, surveyors and community representatives.
- Prepared structured reports, presentations and visual documentation for internal reviews, stakeholder meetings and **submissions to governing bodies**.
- Assisted in organising project documentation, maintaining updated records of site progress, design revisions, communication notes for seamless coordination across teams.
- Collaborated directly with **local artisans**, community members, craftsmen and conservation specialists”facilitating knowledge transfer, ensuring design intent execution and promoting stakeholder involvement in project planning and implementation.
- Supported heritage awareness initiatives by planning, coordinating and conducting guided heritage walks”managing logistics, communication with participants and promoting **community-led tourism** and conservation efforts.

Godrej Properties Limited

15-May-2026 - 14-Jul-2026

8 Weeks

PROFILE: Summer Intern

Project Site - **Godrej Woodsville**

- Assisted in planning, execution and monitoring of Terrace Waterproofing for a 4 tower residential project coordinating with site engineers, contractors and cross functional departments.
- Tracked daily site progress, ensured schedule adherence and conducted site inspections.
- Calculated material requirements, monitored consumption and estimated manpower requirement.
- Identified execution bottlenecks, prepared Root Cause Analysis and helped resolve interdepartmental dependencies.
- Gain exposure to planning functions inclding OC scheduling, manpower Planned vs Actual and Project performance index.
- Collaborated with Cost and Budgeting team to work on BOQs, vendor documentation and project cost records.

CERTIFICATION DETAIL

- Introduction to Corporate Finance by Coursera
- Project Management: The basics for success by Coursera

ACHIEVEMENT DETAIL

- Secured a qualification of Kathak Visharad (Pratham) after 15 years of rigorous training in the Indian Classical Dance-Kathak, Bharati Vidyapeeth, Pune, 2025
- Received District Award from Rotary International, as the best Public Relations Officer, 2022
- A2 in German Language, Goethe Institute, Max Muller Bhavan, 2018