

ROLL NUMBER: P25701035



Lata Anil Gupta
Female

DOB

13-Jul-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Adobe Photoshop

PERMANENT ADDRESS

A-202, HILL VIEW CHS, JP ROAD,
NEAR NAVRANG CINEMAS,
ANDHERI WEST MUMBAI 400058
City: Mumbai Suburban
State: Maharashtra
Pincode: 400058

LANGUAGE

- ENGLISH
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	9.12	2027
Graduation	LATE BHAUSAHEB HIRAY S.S. TRUST'S DR. BALIRAM HIRAY COLLEGE OF ARCHITECTURE, MUMBAI	74.53	2024-May
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	73.69	2019-Feb
High School	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI	91.16	2017-May

WORK EXPERIENCE (0 Years 8 Months)

ARCHITECT RUSHIKESH H.

14-Oct-2024 - 27-Jun-2025

0 Years, 8 Months, 13 Days

PROFILE: JUNIOR ARCHITECT

My job role as an architect in Architect Rushikesh H. included a combination of office-based design work and on-site supervision. Working on the UST Kochi project in collaboration with the PMC team from CBRE, I gained in-depth exposure to **structured project management methodologies** and industry-standard workflows. This hands-on experience has significantly shaped the way I will manage project monitoring, control activities, documentation, and stakeholder coordination in all subsequent projects.

Following are the key responsibilities I was working on during my tenure

â€¢ Assisted in comprehensive **project monitoring**, tracking progress, costs, schedules, and resource utilization to ensure alignment with baseline plans.

â€¢ Monitored milestones, budget adherence, and material/manpower use, **identifying deviations and supporting timely corrective actions**.

â€¢ Coordinated with PMC, contractors, and vendors to **ensure compliance with quality, safety, and statutory requirements**.

â€¢ Facilitated communication between teams and maintained organized **documentation**, reporting, and **project records** for audits and reviews.

â€¢ Supported preparation and review of architectural drawings, BOQs, and technical documents using **AutoCAD and MS Office tools**.

â€¢ Worked with **cross-functional teams** on site planning, material tracking, and **execution coordination**.

â€¢ Assisted in on-site supervision, ensuring construction activities matched **design drawings, specifications, and work schedules**.

â€¢ Prepared progress reports, dashboards, and **performance summaries**, contributing to data-driven decision-making.

â€¢ Gained exposure to **construction technologies, MEP coordination, and contract compliance** through **real-time project involvement**.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 30 Weeks)

ARCHITECT RUSHIKESH H.

01-Dec-2022 - 24-Apr-2023

20 Weeks

PROFILE: ARCHITECTURAL INTERN

My key roles and responsibilities as an architectural intern included the following

â€¢ Assisted project teams in preparing **architectural** and project management documentation, drawings, and **client presentations**.

â€¢ Supported the development of **design concepts and schedules**, contributing to planning and **coordination** efforts.

â€¢ Participated in site inspections, **recorded progress**, and prepared observation and **compliance reports**.

â€¢ Collaborated with senior architects and engineers for **project planning, stakeholder communication**, and **workflow coordination**.

KALPATARU LIMITED

04-May-2026 - 10-Jul-2026

9 Weeks**PROFILE: PROJECT INTERN**

- Conducting market research and competitor analysis for luxury residential projects in the Worli micro-market.
- Studying project specifications, amenities, positioning, and offerings of competing developments.
- Assisting in benchmarking competitor projects against Kalpataru One.
- Supporting inter-departmental coordination activities by gathering and organizing project-related information.
- Assisting the marketing team in understanding and categorizing marketing cost overheads.
- Analyzing expenditure allocation across various marketing categories.
- Preparing reports and presentations for management review and decision-making.