

ROLL NUMBER: P25701056

Neha Rajesh Sawant
Female

DOB

19-Apr-1999

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- 3D Sketchup
- 3D Rhino
- Adobe Photoshop
- Adobe Indesign
- Canva design
- Lumion

PERMANENT ADDRESS

702, Parth CHS, L.T. Nagar, M.G.
Road, Goregaon-west, Mumbai-
400104

City: Mumbai Suburban

State: Maharashtra

Pincode: 400104

LANGUAGE

- English
- Hindi
- Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	8.89	2027
Graduation	SIR J. J. COLLEGE OF ARCHITECTURE (MUMBAI)	66.68	2021-Jun
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION	91.69	2016-May
High School	MAHARASHTRA STATE BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION	94.4	2014-Jun

WORK EXPERIENCE (3 Years 5 Months)**Samira Rathod Design Atelier**

04-Oct-2021 - 09-Nov-2023

2 Years, 1 Months, 5 Days**PROFILE:** Junior Architect

- **Projects:**
 - Suhana Masala Administration Building (Architecture)
 - Aditya Birla Restaurant 'Ode' (Interior)
 - 'Kit of parts' - Office Exhibition
- Collaborated with the team on **end to end delivery** of Aditya Birla Restaurant 'Ode' and worked on Suhana Masala Administration Building from conceptualization to excavation and structural shell, ensuring **design quality, timeline adherence** and **effective coordination** with project stakeholders.
- Coordinated **meetings** and **schedules** with clients, vendors and consultants, to **streamline project workflows, approvals** and **technical communication**.
- Prepared detailed **working drawings, site reports** and **technical documentation**, enabling efficient execution and minimizing errors onsite.
- Assisted in **cost planning, material evaluation** and **vendor coordination**, facilitating **procurement decision-making**.
- Made **client presentations** and **technical summaries**, enhancing **communication** of design intent and project updates to stakeholders.
- Collaborated with **multidisciplinary teams** to optimize **process efficiency** and **project coordination**.
- Assisted in **internal workflow improvements, documenting lessons learned** to enhance future project delivery.
- Been an Integral part of 'Kit of Parts' exhibition, demonstrating **innovation** and **teamwork** in design.

Serie Architects

21-Feb-2024 - 20-Jun-2025

1 Years, 3 Months, 30 Days**PROFILE:** Junior Architect

- **Projects:**
 - Pushpalata D.Y Patil Multispecialty Hospital, Talegaon, Pune (1.8 lakh sq. ft-11-storey)
 - Canteen Structure, D. Y Patil Campus, Talegaon, Pune
- Supervised **on-site execution**, from internal wall layout to major finishes and services, ensuring **quality control, timeline compliance** and smooth **project handover**.
- Conducted **regular site inspections** and **progress assessments**, identifying potential construction risks and enabling **early issue resolution**.
- Prepared and maintained **progress reports, documentation** and **drawings** for project monitoring and decision-making.

- Coordinated with **consultants, contractors** and **vendors** to resolve **on-site challenges** and maintain **workflow efficiency**.
- Maintained **project documentation** and **technical records**, enabling structured reporting and project tracking.
- Assisted in **budget monitoring** and **procurement coordination**, ensuring timely resource allocation and delivery.
- Built strong vendor and site team relationships, through **timely updates**, proactive **problem-solving** and **effective communication**.
- Prepared client **presentations** and assisted in **approval meetings**, to ensure alignment between client expectations and project deliverables.
- **Mentored** junior team members and interns, guiding them on **project processes, site protocols** and **documentation standards**.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 43 Weeks)

SAS ARCHITECTS

01-Jun-2021 - 01-Oct-2021

17 Weeks
PROFILE: Intern Architect (Site Coordinator)

- **Project:**
 - 2.5 BHK Interior (Residential) Project, Mumbai
- Supervised **interior project execution**, ensuring adherence to design intent and project schedule.
- Coordinated with **vendors, consultants** and **clients**, facilitating smooth site execution and approvals.
- Prepared **site reports** and **documentation**, identifying risks and recommending mitigation strategies.
- Delivered **progress updates**, facilitating informed decision-making and engagement.

ARCHITECT LOKHADWALLA F.T.

20-Nov-2019 - 19-Mar-2020

17 Weeks
PROFILE: Intern

- Assisted in **architectural design development** and **technical documentation** for residential architecture and interior projects.
- Participated in **site visits** and **progress reporting**, identifying and documenting potential risks.
- Coordinated with **consultants** and **vendors**, ensuring design alignment and smooth approvals.
- Developed **presentation drawings** and **3D visualizations**, effectively communicating concepts to stakeholders.
- Supported **process improvements** and **workflow documentation**, enhancing team efficiency.

ManAssure - Advisory and Consultancy

04-May-2026 - 03-Jul-2026

8 Weeks
PROFILE: Business Development Intern

- Conducted **market research** across Maharashtra, Gujarat, and Goa, identifying 129 plotting ventures and preparing profiles of 75 real estate developers.
- Researched developers, **mapped key decision-makers**, and maintained a **structured database** of projects, companies, and contact details.
- **Communicated** with prospective real estate developers through phone calls, LinkedIn, email, and WhatsApp, completing 95+ client interactions and **maintaining follow-up records**.
- Gained exposure to project feasibility studies, ESG concepts, sustainability consulting, and green building certifications.
- Designed **two climate-responsive residential houses** (418 sq. yd. and 310 sq. yd.), preparing floor plans, sections, and elevations using passive planning and biophilic design principles.
- Prepared daily **activity reports**, updated **lead trackers**, and participated in weekly review meetings to **monitor progress** and discuss action plans.

- Collaborated with the mentor to review progress and **improve business development strategies through continuous feedback.**

ACHIEVEMENT DETAIL

- Cleared the first round of MMRDA Metro Line 3 (Kalbadevi Station) Urban Design Competition.
- Competed in college-level Architecture and Urban Design competitions.
- Showcased work in college architecture exhibitions.
- Proactive member the Architecture Archival Committee in organizing and documenting student projects.
- Performed in college fashion design and cultural events.
- Participated in seminars on architectural and heritage topics.
- Active member of Bharat Scouts and Guides during school.