

ROLL NUMBER: P25701064**Rijuta Prasad Pulliwar**

Female

DOB

20-Sep-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Autodesk Revit
- Primavera P6
- MS Excel
- @Risk

PERMANENT ADDRESS

FLAT 1003, A1 WING, MANTRA
MONARCH, PATIL NAGAR,
BALEWADI, PUNE.
City: Pune
State: Maharashtra
Pincode: 411045

LANGUAGE

- ENGLISH
- HINDI
- MARATHI
- GERMAN

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	9.59	2027
Graduation	DR. BHANUBEN NANAVATI COLLEGE OF ARCHITECTURE, PUNE.	72.96	2024-Apr
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE.	79.23	2019-Feb
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE.	96.2	2017-Mar

WORK EXPERIENCE (1 Year 0 Months)**Studio Adroit Architects**

11-Nov-2024 - 31-May-2025

0 Years, 6 Months, 20 Days**PROFILE:** Junior Architect

- Supported execution of 3+ residential and commercial projects, assisting in scheduling and milestone tracking using MS Project, improving timeline visibility by ~12%.
- Maintained workplans, RAID logs, and stakeholder trackers, identifying coordination risks and contributing to mitigation discussions.
- Conducted site progress validation and prepared structured performance reports using Excel dashboards, ensuring 100% data accuracy and version control.
- Developed and coordinated drawings using Autodesk Revit and AutoCAD, aligning design deliverables with execution requirements.

PEB Utkarsha Projects Pvt. Ltd.

01-May-2024 - 01-Nov-2024

0 Years, 6 Months, 0 Days**PROFILE:** Junior Architect

- Assisted in planning and monitoring of PEB infrastructure projects, supporting lifecycle coordination of steel structures and vendor workflows.
- Validated BOQs and material tracking sheets using Excel, reducing reporting discrepancies by ~10%.
- Supported risk identification and change tracking during project review meetings with project managers.
- Prepared structured progress reports and coordinated drawing reviews using Revit and AutoCAD to ensure execution alignment.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 76 Weeks)**URBAN TREE ARCHITECTURE**

12-Jun-2023 - 30-Nov-2023

24 Weeks**PROFILE:** Architectural Intern

- Prepared working drawings and design documentation for 5+ residential/urban projects, ensuring compliance with project timelines.
- Supported documentation control and revision management to maintain version accuracy.
- Conducted preliminary site and market research to support feasibility discussions.
- Contributed to structured client presentations using Microsoft PowerPoint, improving clarity of deliverables.

AIIESEC IN PUNE

01-Aug-2020 - 31-Jul-2021

52 Weeks

PROFILE: Senior Business Development Manager

- Led a team of 4-5 members to secure 15+ corporate partnerships, increasing sponsorship revenue by ~25%.
- Conducted market and competitor analysis to identify and prioritize high-value stakeholders.
- Managed stakeholder tracking and reporting using structured Excel dashboards.
- Negotiated and closed partnership agreements, exceeding quarterly performance targets.

CERTIFICATION DETAIL

- Google Agile Essentials
- Project Management - The Basics For Success
- Certificate for Energy Literacy
- Construction Management Foundations
- Rhinoceros 3D and Grasshopper
- Certified Associate in Project Management (CAPM)®
- IIM Nagpur - Post Graduation Certificate Programme in Project Management
- CSM - Certified Scrum Master
- German Language: A2 Level (Goethe-Institute Certified)
- Project Optimization in Primavera P6
- Introduction to Corporate Finance