

ROLL NUMBER: P25701067

Akshata Anup Shirbhate

Female

DOB

02-Dec-2002

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Illustrator
- Indesign
- Photoshop
- Sketchup

PERMANENT ADDRESS

Anup Shirbhate, Opposite Monalisha
 Apartment Shrikrushna Peth Near
 Daffrin Hospital Amravati
 City: Amravati
 State: Maharashtra
 Pincode: 444601

LANGUAGE

- ENGLISH
- HINDI
- MARATHI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	8.47	2027
Graduation	LOKMANYA TILAK INSTITUTE OF ARCHITECTURE AND DESIGN STUDIES	74.23	2025-Apr
Intermediate	HSC , PUNE	62.92	2020-Feb
High School	SSC ,PUNE	86.6	2018-Mar

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 17 Weeks)
Jawaharlal Nehru Port Authority

23-Nov-2023 - 22-Mar-2024

17 Weeks
PROFILE: Architectural Intern

- Supported **end-to-end project management** for port infrastructure and SEZ developments, ensuring adherence to project scope, budget, and schedule.
- Assisted in **project estimation and cost evaluation** by preparing BOQs, validating material quantities, and aligning estimates with project budgets.
- Participated in **project scheduling and progress tracking** using MS Project and Primavera, updating reports and timelines regularly.
- Coordinated with **clients, contractors, consultants, and internal teams** to align deliverables, design intent, and compliance standards.
- Contributed to **risk identification and mitigation planning**, addressing on-site and documentation-related project risks.
- Collaborated with the **finance team** in tracking project financials and preparing periodic cost summaries and progress reports.
- Maintained **documentation for procurement, tendering, and compliance**, ensuring alignment with regulatory frameworks.
- Developed **presentations, technical reports, and design documents** for management reviews and client meetings.
- Researched and proposed **innovative solutions** to optimize workflow efficiency and enhance project performance.
- Supported **process improvement initiatives**, analysing performance data and suggesting strategies for project optimization.

CERTIFICATION DETAIL

- Project Management Foundations Project Management Foundation
- Strategic Project Risk Management
- Business Development Foundation
- Lean Six Sigma Foundations
- Six Sigma - Green Belt

ACHIEVEMENT DETAIL

- Served as **House Head** during the college fest, **leading and coordinating events with a team** to ensure smooth execution, fostering teamwork, and creating an engaging and memorable experience for all participants.
- Represented college in NASA (National Association of Students of Architecture) events and conventions.
- Served as **student coordinator** for industry expert lectures and panel discussions
- Presented **thesis** proposals at inter collegiate symposiums [KIDC]