

ROLL NUMBER: P25701115


Anjaly Manoj
Female

DOB

11-Jun-1998

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Revit
- Navisworks
- Adobe Photoshop
- Power BI
- Sketchup Pro
- Lumion
- Procreate
- Autodesk Construction Cloud

PERMANENT ADDRESS

Niketha, TC 69/286, Kamaleswaram,
 Manacaud P. O.
 City: Thiruvananthapuram
 State: Kerala
 Pincode: 695009

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil
- Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	8.21	2027
Graduation	COLLEGE OF ENGINEERING TRIVANDRUM, THIRUVANANTHAPURAM, KERALA	68.25	2021-Jun
Intermediate	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI	89.2	2016-May
High School	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI	91.83	2014-Apr

WORK EXPERIENCE (3 Years 5 Months)
Inscript Interiors

01-Aug-2021 - 30-Jul-2022

0 Years, 11 Months, 29 Days
PROFILE: Junior Architect

- Supported end-to-end project execution for residential and institutional interior projects from planning through completion.
- Coordinated clients, contractors, consultants and vendors to ensure milestone alignment and timely delivery.
- Prepared working drawings, material schedules, and coordination documents to support onsite implementation.
- Managed structured client communication, incorporating feedback into revised deliverables while maintaining scope alignment.
- Supported cost-aware material selection balancing quality, budget constraints, and market availability.
- **Projects:**
 - A-frame cottages, Rythambhara Spiritual Village, Vagamon, Kerala.
 - Apartment Interiors, Multiple residences, Trivandrum, Kerala.
 - Residences, Trissur, Kerala.
 - Buildings, Atma Naturopathy Village, Kottayam, Kerala.
- **Key Skills:**
 - Site coordination & supervision | Timeline monitoring for projects | Scope clarification | Stakeholder collaboration | Resource utilization and budget adherence | Quality checks on site | Vendor coordination.
 - Client liaison | Team collaboration | Communication & presentation

Dar-al-Handassah

21-Nov-2022 - 16-May-2025

2 Years, 5 Months, 25 Days
PROFILE: Interior Architect

- Assisted large scale, international infrastructure and real estate projects across India, UAE, Saudi Arabia, and East Africa in collaboration with multidisciplinary global teams.
- Assisted project managers and discipline leads with planning support, deliverable tracking and milestone coordination.
- Maintained comprehensive project documentation, including coordination logs, reports, issue trackers and version-controlled design submissions.

MBA-APM | MBA in Advanced Project Management

- Conducted quality assurance checks, compliance reviews, and model health checks, ensuring alignment with international standards and client requirements.
- Facilitated cross-functional coordination meetings, supporting issue resolution and schedule adherence.
- Utilized Autodesk Construction Cloud for document control, workflow tracking, collaboration and audit readiness in high-volume, deadline driven environments.
- Delivered outputs under strict quality benchmarks and compressed timeline, supporting on-time submissions.
- **Projects:**
 - Villas - Palm Jebel Ali Island, Dubai, United Arab Emirates.
 - Villas and Facility Buildings - Balghaiylam, Yas Island, Abu Dhabi, United Arab Emirates.
 - Eco Gym - Masdar City, Abu Dhabi, United Arab Emirates.
 - Aljada, Madar, Sharjah.
 - Immersive Tower, DIFC, Dubai, United Arab Emirates.
 - King Khalid International Airport, Riyadh, Saudi Arabia.
 - Dar Area Office, Ethiopia, East Africa.
- **Key Skills:**
 - Project documentation & reporting | Progress tracking and milestone coordination | Risk identification through early clash detection | Stakeholder communication across global offices | Scope alignment and design-change management | Digital workflow optimization.
 - ACC - Document control, Collaboration | BIM QA & model health checks.
 - Analytical Thinking | Problem-solving | Cross-functional collaboration | Attention to detail | Adaptability.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 23 Weeks)**Vishwannath Associates**

08-Jul-2019 - 21-Dec-2019

23 Weeks**PROFILE:** Student Trainee Architect

- Developed teamwork skills and adapted to the work culture with ease.
- Broadened my software knowledge and technical skills.
- **Projects:**
 - Women's Studies Department and Museum for Karnataka State Women's University, Vijayapura.
 - Prestige's Movie Theatre, Bangalore.
 - VTU's National Academy for Skill Development Centre, Dandeli.
 - Symbiosis Nagpur Auditorium, Nagpur.
 - Maharashtra Metro Rail Project, Nagpur.

ACHIEVEMENT DETAIL

Completion of Sketchup Pro 2018 from Trimble authorized Training center on June 21, 2019.

Completion of beginner level Power BI dashboard creation workshop on December 1, 2024.