

ROLL NUMBER: P25702140**Subhashree Acharya**

Female

DOB

01-Jul-1998

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Photoshop
- sketchup
- lumion
- indesign
- GIS

PERMANENT ADDRESS

D-1, Lane-1, Bairagi Nagar,
Jharpada Cenal Road
City: Bhubaneswar
State: Odisha
Pincode: 751006

LANGUAGE

- ENGLISH
- HINDI
- ODIA

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-REUIM	NICMAR University, Pune	NA	2027
Graduation	PILOO MODY COLLEGE OF ARCHITECTURE, CUTTACK	0	2024-Feb
Diploma	GOVERNMENT POLYTECHNIC, BHUBANESWAR	83.36	2017-Oct
High School	BOARD OF SECONDARY EDUCATION, ODISHA	72.33	2013-May

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 8 Weeks)**Cushman & Wakefield India**

25-May-2026 - 25-Jul-2026

8 Weeks**PROFILE:** Project management Intern

- Assisted the Project Manager in planning, coordinating, and monitoring day-to-day project activities.
- Tracked project progress against timelines and prepared periodic status reports.
- Coordinated with contractors, consultants, clients, and internal teams to ensure smooth project execution.
- Monitored site progress and documented work completed through regular site visits.
- Participated in project review meetings and prepared meeting minutes and action trackers.
- Verified project documentation, drawings, and compliance with project specifications.
- Assisted in quality checks and monitored adherence to safety standards at the construction site.
- Supported procurement and material coordination by tracking deliveries and resolving site requirements.
- Maintained project records, documentation, and progress dashboards using Microsoft Excel and PowerPoint.
- Identified project risks, delays, and bottlenecks and communicated observations to the project management team.
- Assisted in coordinating interior fit-out and workplace execution activities while ensuring timely completion of milestones.

ACHIEVEMENT DETAIL

1. Successfully completed the Online Immersion Course on Design for Sustainable Urbanization organized by XIM University, Bhubaneswar. The program focused on key areas such as smart growth strategies, green infrastructure, and policy frameworks that promote sustainable urbanization.
2. Completed a Five-Day GIS Workshop jointly organized by TASA India, RVS Chennai, Padmavathy School of Architecture, and BuildHQ, gaining practical exposure to geospatial tools and their application in architectural and urban studies.