

ROLL NUMBER: P26700081

Mr. Arunkumar Govind Giri
 Male

DOB

05-Aug-2001

TECHNICAL SKILLS

- AutoCAD Revit SketchUp V-Ray Lumion Project Management Communication Time Management Site Planning Construction Documents Design Thinking Problem Solving Architectural design 3D modeling software Construction materials evaluation Client relationship manag

PERMANENT ADDRESS

H.No: 3-13-8, Kalalwadi Colony,
 Subash Road
 City: Narayanpet
 State: Telangana
 Pincode: 509210

LANGUAGE

- Hindi
- English
- Telugu
- Marathi

INTERESTS

- Reading Novel
- Dancing
- Long Bike rides

Profile Verification Status

- Personal Detail is not verified.
- Academic Detail is not verified.
- 10th Marksheet/Certificate is not verified.
- 12th Marksheet/Certificate is not verified.
- Graduation Marksheet/Certificate is not verified.
- Aadhar Card is not verified.
- PAN Card is not verified.
- Experience details are not verified.
- Project / Internship details are not verified.
- Certification details are not verified.

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	NA	2028
B.Arch. <i>Bachelor of Architecture</i>	National Institute of Technology, Calicut	74.4	2024-May
Intermediate <i>Science (PCM)</i>	Telangana State Board of Intermediate Education	96.2	2019-Apr
High School	Board of Secondary Education, Telangana	90.25	2017-Apr

TOTAL WORK EXPERIENCE: 16 month(s)
Olympeo Infrastructure

03-Nov-2024 - 05-Jan-2026

1 Years, 2 Months, 2 Days
PROFILE: Assistant Manager - Design & Construction

Design & Technical Coordination

- Reviewed, interpreted, and coordinated architectural, structural, MEP, and working drawings (DWGs) to ensure accuracy and constructability.
- Coordinated with architects, structural engineers, and MEP consultants for design clarifications, revisions, and technical compliance.
- Ensured all drawings and designs complied with project specifications, applicable building codes, and RERA regulations.

Estimation, BOQ & Planning

- Prepared detailed Bills of Quantities (BOQs), material take-offs, and cost estimates across various project stages.
- Assisted in project planning, scheduling, and resource allocation in coordination with senior management.
- Monitored planned versus actual progress, identified deviations, and supported corrective and mitigation measures.

Documentation & Billing

- Prepared and verified contractor bills, RA bills, measurement sheets, and certifications.
- Maintained project documentation, billing records, and structured filing systems.

- Managed RERA-related documentation, submissions, compliance tracking, and record maintenance.

Construction Coordination & Site Monitoring

- Conducted regular site visits (twice weekly) to monitor execution quality, progress, and adherence to approved drawings.
- Prepared site visit reports, highlighting risks, delays, non-conformities, and corrective actions.
- Coordinated with site engineers, contractors, and vendors to ensure timely and quality-driven execution.

Vendor & Stakeholder Management

- Assisted in vendor onboarding, scope finalization, negotiations, and preparation of work orders.
- Monitored vendor performance, deliverables, timelines, and billing milestones.
- Acted as a coordination link between internal teams, consultants, contractors, and vendors to ensure smooth project execution.

Reporting & Presentations

- Prepared and presented monthly construction progress reports, dashboards, and management updates.
- Maintained project trackers, timelines, milestone charts, and status reports for review and decision-making.

Compliance & Quality Control

- Ensured all construction activities complied with approved drawings, technical specifications, safety standards, and statutory norms.
- Supported QA/QC processes, inspections, and related documentation.

General Project Support

- Provided day-to-day support to the Project Manager in coordination, planning, and administrative functions.
- Assisted in handover documentation, snag list preparation, rectification tracking, and project close-out activities.
- Handled additional construction and project-related responsibilities as assigned by management.

R S De

19-Aug-2024 - 31-Oct-2024

0 Years, 2 Months, 12 Days**PROFILE:** Junior Architect

Assisted in creating architectural designs using AutoCAD and SketchUp software. Collaborated with senior architects on project concepts and design presentations. Conducted site visits to gather data for design development and project planning. Prepared detailed drawings and specifications for client review and approval. Researched materials and methods to enhance project quality and sustainability practices. Created 3D models of building designs using AutoCAD software and other design tools. Developed detailed plans for buildings, including electrical wiring, plumbing systems, structural framework and other features. Created designs, produced model renderings, and prepared detailed specifications. Coordinated with clients throughout the entire project lifecycle to ensure satisfaction with final results

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 25 Weeks)**Kanan Modi Associates**

02-Jan-2023 - 30-Jun-2023

25 Weeks**PROFILE:** Intern Architect

Assisted in creating architectural designs for residential and commercial projects. Conducted site visits to assess project progress and compliance with plans. Prepared 3D models using design software to visualize project concepts. Reviewed building codes and regulations to ensure project compliance. Participated in team meetings to discuss design ideas and solutions.

Developed drawings and 3D models of buildings using computer-aided design software. Attended site visits to observe existing building conditions and take measurements. Created renderings of proposed designs for clients' review. Took accurate site measurements to support building planning stages. Collaborated with engineers to ensure that structural integrity was maintained in all designs. Evaluated materials for cost effectiveness and durability for use in projects. Provided support to senior architects throughout the design process.

PUBLICATIONS DETAIL

Participant, ARCS 8.0: Presented paper titled Vernacular Architectural Styles and Their Evolution in Kerala – 2024

CERTIFICATION DETAIL

- Council Of Architecture