

ROLL NUMBER: P25700311



Ms. Vaishnavi
Female

DOB

03-Mar-2000

TECHNICAL SKILLS

- Power BI
- Microsoft Excel
- Data Analysis
- Quantitative Analysis
- MS Project
- Primavera
- Project Planning & Scheduling
- Project Controls
- Cost Estimation
- Risk Management
- Process Improvement
- Operational Excellence
- BIM
- Revit
- AutoCAD
- MS Office

PERMANENT ADDRESS

15-5-269, Basavashraya, Near
Gurudatta Dhyamandir, Bidar
City: Bidar
State: Karnataka
Pincode: 585403

LANGUAGE

- ENGLISH
- HINDI AND KANNADA

INTERESTS

- Riding
- cooking
- Dancing

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	7.95	2027
Graduation	VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAVI	69.8	2024-Jun
Intermediate	GOVERNMENT OF KARNATAKA, DEPARTMENT OF PRE UNIVERSITY EDUCATION, BANGALORE	73.66	2018-Mar
High School	CBSE, DELHI	81.7	2015-May

TOTAL WORK EXPERIENCE: 12 month(s)

INFRASCAPES LLP

11-Mar-2024 - 11-Mar-2025

1 Years, 0 Months, 0 Days

PROFILE: ARCHITECT- DESIGN ASSOCIATE

- Coordinated end-to-end project activities across design and execution stages, supporting delivery within defined timelines, budgets and quality requirements.
- Supported project planning, scheduling and documentation using AutoCAD, Revit and SketchUp to maintain accurate and structured project deliverables.
- Collaborated with architects, engineers, vendors and other stakeholders to resolve design and execution requirements and support project outcomes.
- Assisted with cost estimation, material selection and fabrication coordination to support project planning and cost-conscious decision making.
- Identified project risks and supported compliance with technical, design and project requirements.
- Prepared structured project reports, presentations and client documentation for project reviews and stakeholder communication.
- Contributed to workflow optimization and process improvement initiatives to improve project coordination and delivery efficiency.
- Conducted client meetings and site visits across multiple locations, strengthening stakeholder coordination and project communication.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 60 Weeks)

CREATIVE GROUP LLP

22-Aug-2022 - 09-Dec-2022

15 Weeks

PROFILE: INTERN ARCHITECT

- Developed conceptual plans, visualizations and project deliverables using hand sketches and digital rendering tools to support project requirements.
- Created presentation materials and visual boards for client discussions and project reviews, communicating design proposals in a clear and structured manner.
- Prepared and updated construction drawings and project documentation using AutoCAD and Revit, maintaining documentation accuracy and quality.
- Collaborated with architects, project managers and multidisciplinary teams to support project coordination and delivery.
- Participated in project reviews, coordination meetings and progress tracking, supporting timely completion of assigned project activities.
- Researched materials, finishes and sustainable design alternatives and assisted with material specifications and selection to support project decision-making.
- Maintained project files, version control and documentation workflows, ensuring accurate and organized project records.
- Conducted site visits and client interactions to understand and align project requirements with technical deliverables.

GROUND TALE ARCHITECTS AND DESIGNERS

19-Jun-2023 - 06-Mar-2024

37 Weeks
PROFILE: JUNIOR ARCHITECT

- **Developed and coordinated project drawings, specifications, cost estimates, and technical documentation** for residential and commercial projects, supporting **structured project deliverables**.
- **Coordinated with architects, engineers, MEP consultants, and contractors** to address project requirements, **ensure compliance**, and support effective project execution.
- **Managed client meetings and project communication** to understand requirements and communicate **project deliverables and design solutions** effectively.
- Conducted **site visits, measurements, and quality checks** to support **execution verification and quality compliance**.
- **Researched materials, systems, and sustainable practices** to support **project decision-making** and develop appropriate design solutions.

CHERRY HILL INTERIORS PVT. LTD.

04-May-2026 - 03-Jul-2026

8 Weeks
PROFILE: Intern

- **Supported planning, coordination and execution** of commercial interior fit-out projects across the **project lifecycle**, from concept through completion.
- Coordinated with **architects, project managers, contractors, vendors, procurement teams and site engineers** to support **project delivery and stakeholder alignment**.
- Assisted in **BOQ preparation, quantity estimation, material selection, procurement coordination and cost documentation**, supporting **cost-aware project decisions**.
- Prepared and updated **material/lighting schedules, furniture and design presentations, revised drawings and project reports**, supporting **information management and revision control**.
- Supported **project coordination, construction management, quality assurance and project reporting**, while monitoring requirements against approved drawings and specifications.
- Contributed to **4 commercial projects across 136,000 sq. ft. - Optum (57,000 sq. ft.), Time Out Market (25,000 sq. ft.; Rs. 28 Cr.), Kajaria Ceramics (18,000 sq. ft.; Rs. 9.2 Cr.) and Eli Lilly (36,000 sq. ft.; Rs. 1.3 Cr.)**.
- Conducted **site exposure at Eli Lilly, Gurugram**, preparing **site/project reports** and connecting **design documentation with execution**.

CERTIFICATION DETAIL

- C.Tech higher diploma in interior design
- Operational excellence foundations
- Root cause analysis: getting to the root of business problems
- Six Sigma foundations
- Ethics and engineering practice
- Finance for non-financial managers
- Construction Management: Planning and Scheduling

ACHIEVEMENT DETAIL
Cultural Coordinator | NICMAR University (2025-26)

- Led the **planning, budgeting, coordination, and execution** of flagship cultural events, demonstrating **project management, operational planning, and timely delivery**.
- Directed and mentored **four cultural clubs** – Dance, Music, Fashion, and MAD Club – coordinating competitions, workshops, and intercollegiate events while fostering **teamwork and leadership**.
- Coordinated **cross-functional teams**, meeting schedules, approvals, **conflict resolution**, and **stakeholder communication** to ensure seamless execution of events.
- Collaborated with **Student Affairs, faculty, vendors, and external partners** to manage event logistics and deliver auditorium events for **1,000+ attendees**.
- Proactively addressed **operational challenges** and coordinated resources to support **efficient event execution, stakeholder satisfaction, and operational excellence**.