

ROLL NUMBER: P25700629


Ms. Jinia Dutta
Female

DOB

25-Aug-1999

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera P6
- Revit
- Navisworks
- Bexel Manager
- Sketchup
- Lumion
- Adobe Photoshop
- Adobe InDesign

PERMANENT ADDRESS

Ward No.27,Biplabi Ganesh Ghosh
Sarani, South Babupara ,Siliguri
City: Darjeeling
State: West Bengal
Pincode: 734004

LANGUAGE

- English
- Hindi and Bengali

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.77	2027
B.Arch. <i>Bachelor of Architecture</i>	BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)	62.5	2022-May
Intermediate <i>Commerce with Maths</i>	INDIAN SCHOOL CERTIFICATE , SILIGURI, WEST BENGAL	69.83	2017-May
High School	INDIAN CERTIFICATE OF SECONDARY EXAMINATION ,SILIGURI ,WEST BENGAL	79.16	2015-May

TOTAL WORK EXPERIENCE: 31 month(s)
Green Architecture Consulting Engineers Pvt. Ltd.

01-Nov-2022 - 30-Jun-2025

2 Years, 7 Months, 29 Days
PROFILE: Architect

- Worked with consultants, contractors, and statutory authorities on a **3.3+ million sq.ft. mixed-use development**, coordinating inputs across teams and helping resolve issues during the design process.
- Reviewed designs from a practical execution perspective, carrying out **risk assessments and constructability checks** to identify potential issues before they led to rework or delays.
- Handled technical queries and followed up with the relevant stakeholders to help close issues and keep project activities moving.
- **Coordinated statutory submissions and approval**-related work, ensuring drawings and documents met the required regulations and project requirements.
- Set up and maintained **drawing registers, revision logs, and issue trackers**, making it easier for the team to keep track of documents, changes, and pending issues.
- Prepared **project reports, dashboards, and presentations** using Excel and PowerPoint to communicate project progress, milestones, KPIs, timelines, and commercial considerations.
- Managed design documentation and coordination for a **3.4 lakh sq.ft. residential project**, with a focus on drawing accuracy, quality, and ensuring information was ready for execution.
- Worked across **several tasks and stakeholder requirements at the same time**, prioritising issues based on their effect on project timelines and deliverables.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 43 Weeks)
Habib Modara Art and Architecture

02-Jul-2022 - 29-Sep-2022

12 Weeks
PROFILE: Trainee Architect

- Supported concept design and presentation development for **residential and institutional projects**, producing drawings, renders, and visual presentations.
- Participated in **site inspections, coordination meetings, and risk reviews**, learning cross-cultural project management practices.

GREEN ARCHITECTURE CONSULTING ENGINEERS PVT. LTD.

01-Jul-2021 - 15-Dec-2021

23 Weeks
PROFILE: TRAINEE ARCHITECT

- Implemented **document control systems**, including drawing logs, file structures, and issue registers, strengthening compliance and audit readiness.
- Assisted in **regulatory interactions**, preparing submission drawings and resolving approval feedback with consultants and authorities.

- Gained working knowledge of **cost estimation, BOQs, budgeting, and value engineering**, understanding the financial impact of design decisions.

Cherry Hill Interiors Pvt. Ltd.

04-May-2026 - 03-Jul-2026

8 Weeks**PROFILE:** Project Intern

- Supported the execution of a **Rs.9.65 crore Design & Build corporate office fit-out project** covering approximately **38,000 sq.ft.**
- Worked with project managers, designers, PMC, contractors, and vendors to coordinate day-to-day project requirements and documentation.
- Prepared **BOQ-based quantity take-offs, material schedules, and procurement trackers** for flooring, partitions, ceilings, furniture, and finishes.
- Assisted with project schedules in **Microsoft Project** and tracked activity-wise progress to help the team stay updated on project status.
- Reviewed GFC drawings, shop drawings, and material submittals to check whether they matched project specifications and execution requirements.
- Supported quality-related activities such as **MIR preparation, DLP inspections, and site progress monitoring.**

CERTIFICATION DETAIL

- Council of Architecture