

ROLL NUMBER: P25701032

Ms. Panchami Milind Gunda

Female

DOB

11-Jan-2000

TECHNICAL SKILLS

- AutoCAD
- MS Excel
- MS Project
- Primavera
- Sketch Up
- Rhinoceros 3D
- Enscape

PERMANENT ADDRESS

201, B Wing, Indrapuri Apartment,
 Opp SBI, Karvenagar, Pune 411052
 City: Pune
 State: Maharashtra
 Pincode: 411052

LANGUAGE

- ENGLISH
- MARATHI
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	9.02	2027
B.Arch. <i>Bachelor of Architecture</i>	SAVITRIBAI PHULE PUNE UNIVERSITY	75.96	2023-Apr
Intermediate <i>Science (PCM)</i>	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE, MAHARASHTRA	73.85	2018-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, PUNE, MAHARASHTRA	93.1	2016-May

TOTAL WORK EXPERIENCE: 18 month(s)
Sikachi Incorporation

18-Dec-2023 - 30-Jun-2025

1 Years, 6 Months, 12 Days
PROFILE: Junior Architect

Having worked with Sikachi Incorporation, an architectural firm with expertise in delivering Interior and Architectural Residential projects, Public Landscape Projects and Commercial Buildings turning into city's landmarks, I got an opportunity to be involved across all domains. The major projects I have worked on are:

1. Opula House, Pune [Luxury Interior residence]

- Took **independent responsibility** for a 4BHK Interior project in coordinating and managing all design communication, on-site decision-making and client management.
- Conducted site visits to **monitor construction activities**, verify compliance with working drawings, resolve on-site design changes, record delays and coordinate with site engineers, contractors and vendors to resolve issues.
- Participated in creation and monitoring of **project schedules** using MS Office for tracking design progress, material procurement status, contractor deliverables and site execution milestones.
- Frequently **led client meetings** to gather functional and aesthetic requirements, present design concepts, discuss cost implications and address design modifications.

2. MSEB Office, Baramati [MSEB Office with commercial amenity spaces]

- Supported tendering and **planning activities** through preparation of Concept Plans and Working Drawings required for client submissions.
- Participated in Stakeholder Meetings and ensured documentation of decisions, **change requests** and action items for implementation.

3. Vidya Pratishthan School, Daund [Institutional Project]

- Contributed to the **conceptualisation** and development of Design Plans for a School project in Daund.
- Single-handedly made 3D visualizations to effectively communicate the design intent.

4. Turning Backyards into Front yards [Riverfront Development]

- Conducted extensive research and prepared pre-study reports, feasibility study contributing to project conceptualisation.
- **Trained and supervised** 5+ fresher Architects and design Interns by assigning work, reviewing outputs, providing software training, reviewing design accuracy and ensuring adherence to **project standards**, timelines and documentation protocols.

5. Commercial complex-Mandai, Baramati

- Coordinated multidisciplinary teams including Structural, Landscape and MEP consultations, acted as a **communication link** between principal architects and consultants ensuring clarity of design requirements, stakeholder coordination, timely issue resolution and streamlined decision-making.
- Prepared presentations, drawings and documentation sets for internal reviews, client presentations for accurate reporting on progress, risks, delays and corrective actions.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 27 Weeks)

Indian National Trust for Art and Cultural Heritage

01-Jun-2022 - 15-Oct-2022

19 Weeks

PROFILE: Architectural Intern

- Worked in heritage-based development projects through planning, design documentation and **adaptive reuse proposals** for vernacular homes and homestays in **Anegundi, Hampi** in alignment with cultural, functional and sustainability standards.
- Conducted on-site area mapping, surveying and data collection to support restoration and **coordinating with local teams**, surveyors and community representatives.
- Prepared **structured reports**, presentations and visual documentation for internal reviews, stakeholder meetings and **submissions to governing bodies**.
- Collaborated directly with **local artisans**, community members, craftsmen and conservation specialists facilitating knowledge transfer, ensuring design intent execution and promoting stakeholder involvement in project planning and implementation.
- Participated in heritage awareness initiatives by conducting guided heritage walks managing logistics, communication with participants and promoting **community-led tourism** and conservation efforts.

Godrej Properties Limited

15-May-2026 - 14-Jul-2026

8 Weeks

PROFILE: Summer Intern

Project Site - Godrej Woodsville

- Worked in planning, execution and monitoring of **Terrace Waterproofing** for a **4-tower residential project** coordinating with site engineers, contractors and cross functional departments.
- Tracked **daily site progress**, ensured schedule adherence and conducted site inspections.
- Calculated **material requirements**, monitored consumption and estimated manpower requirement.
- Identified execution bottlenecks, prepared **Root Cause Analysis** and helped resolve interdepartmental dependencies.
- Gained exposure to planning functions including OC scheduling, manpower Planned vs Actual and Project Performance index.
- Collaborated with Cost and Budgeting team to work on BOQs, vendor documentation and project cost records in MS Excel

CERTIFICATION DETAIL

- Introduction to Corporate Finance by Coursera
- Project Management: The basics for success by Coursera

ACHIEVEMENT DETAIL

- **Limca Book of Records Holder** - Participated in Largest Kathak Ensemble recognised the Limca Book of Records | 2026
- Secured a qualification of **Kathak Visharad** (Pratham) after 15 years of rigorous training in the Indian Classical Dance-Kathak, Bharati Vidyapeeth, Pune | 2025
- **Rotary International** - District Award for **Best Public Relations Officer** | 2022
- **A2 level in German Language**, Goethe Institute, Max Muller Bhavan | 2018