

ROLL NUMBER: P25702063

Ms. Tanvi Anil Sune

Female

DOB

25-Nov-2000

TECHNICAL SKILLS

- MS Office
- power BI
- MS project
- candy
- Primavera
- Autocad
- sketch up
- lumion
-

PERMANENT ADDRESS

12, New ITI Colony Kanta Nagar
 Camp, Amravati_x000D_ Near
 Gajanan Maharaj Mandir
 City: Amravati
 State: Maharashtra
 Pincode: 444602

LANGUAGE

- MARATHI
- HINDI
- ENGLISH

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-REUIM	NICMAR University, Pune	8.03	2027
B.Arch. <i>Architecture</i>	SAVITRIBAI PHULE UNIVERSITY, PUNE	64.73	2023-Apr
Intermediate <i>Computer Science (CS)</i>	STATE BOARD	66.46	2018-Feb
High School	STATE BOARD	82.6	2016-Mar

TOTAL WORK EXPERIENCE: 24 month(s)
Metalux Space Solutions PVT. LMT

15-Jul-2023 - 15-Jul-2025

2 Years, 0 Months, 0 Days
PROFILE: Interior designer & Project Management Associate

- Managed end-to-end project planning, execution, monitoring, and coordination for commercial interior projects, ensuring alignment with business objectives, timelines, and client requirements.
- Handled procurement, vendor management, quotation evaluation, purchase coordination, and material sourcing, supporting cost optimization and operational efficiency.
- Coordinated with clients, vendors, contractors, consultants, and cross-functional teams to ensure effective stakeholder management and timely project delivery.
- Monitored project timelines, budgets, quality standards, resource allocation, and site execution, supporting performance tracking and operational control.
- Managed project documentation, work orders, contracts, quotations, and procurement records, ensuring process compliance, documentation accuracy, and audit readiness.
- Supported cost control, material planning, quality management, risk identification, and issue resolution to improve project efficiency and business outcomes.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 34 Weeks)
Kymera Design Studio

01-Jun-2022 - 02-Dec-2022

26 Weeks
PROFILE: Intern Architect

- Assisted in developing architectural drawings, design documentation, and detailing.
- Created 3D architectural models and visualizations to support design development.
- Conducted site studies and analysis to understand existing conditions and project requirements.
- Prepared rendered presentations and physical/digital presentation models for design reviews and client presentations.

Sri Vaarahi Real Asset, Hyderabad, Telangana

14-May-2026 - 14-Jul-2026

8 Weeks
PROFILE: Intern - Real Estate Advisory

- Conducted market research and competitive analysis of residential projects to identify market trends and potential investment opportunities.
- Supported client engagement and requirement analysis, aligning property recommendations with customer preferences, budgets, and investment objectives.

- Assisted in project evaluation, site visits, client presentations, CRM management, and documentation to support advisory and sales operations.
- Collaborated with sales and advisory teams to strengthen client relationships, communicate project information accurately, and support informed decision-making.

CERTIFICATION DETAIL

- Urban Land Economics Real Estate Market Dynamics
- Sustainable Urban Water System
- Introduction to Financial Accounting
- Introduction to Corporate Finance
- Housing Policy & Planning
- Indian Town Planning and Architecture