NICMAR University, Pune

MBA-ACM | MBA in Advanced Construction Management

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 Dhyanmandir, 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**.