

ROLL NUMBER: P25700629


Ms. Jinia Dutta
Female

DOB

25-Aug-1999

TECHNICAL SKILLS

- MS Excel
- MS PowerPoint
- MS Project
- Primavera P6
- AutoCAD
- Revit
- Navisworks
- Bexel Manager

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: 32 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 **3.3M+ sq.ft. mixed-use development**, coordinating technical inputs and helping resolve issues across different project teams.
- Reviewed designs from an **execution and constructability perspective**, carrying out **risk assessments** to identify potential rework, coordination issues and **schedule-related risks** before construction.
- Managed and followed up on **technical queries** with relevant stakeholders, helping close pending issues and keep project activities moving.
- Maintained **drawing registers, revision logs and issue trackers**, supporting **document control**, change tracking and better coordination of project information.
- Prepared **Excel-based project reports, dashboards and PowerPoint presentations** covering **project progress, milestones, KPIs, timelines and commercial information** for project discussions and reviews.
- Managed **design documentation and coordination** for a **3.4 lakh sq.ft. residential project**, ensuring drawing accuracy, quality and information was available for execution.
- Handled multiple project requirements simultaneously and prioritized issues based on their potential impact on **project timelines and deliverables**.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 43 Weeks)
Cherry Hill Interiors Pvt. Ltd.

04-May-2026 - 03-Jul-2026

8 Weeks
PROFILE: Project Intern

- Supported **project execution and project controls** for a **Rs. 9.65 crore, 38,000 sq.ft. Design & Build corporate office fit-out project**.
- Prepared **BOQ-based quantity take-offs, material schedules and procurement trackers** for flooring, partitions, ceilings, furniture and finishes, giving practical exposure to **project cost and procurement monitoring**.
- Assisted with **project scheduling using Microsoft Project** and tracked activity-wise progress to keep the team updated on project status.
- Reviewed **GFC drawings, shop drawings and material submittals** against project specifications and execution requirements, helping identify discrepancies before execution.
- Worked with **project managers, designers, PMC, contractors and vendors** to coordinate day-to-day execution requirements, documentation and site-related issues.

- Supported **MIR preparation, DLP inspections and site progress monitoring**, gaining hands-on exposure to **quality and execution control**.

Habib Modara Art and Architecture

02-Jul-2022 - 29-Sep-2022

12 Weeks**PROFILE:** Trainee Architect

- Supported **design development and project documentation** for residential and institutional projects, preparing technical drawings and presentation materials.
- Participated in **site inspections, coordination meetings and risk reviews**, gaining experience in multidisciplinary coordination and understanding project execution requirements.

GREEN ARCHITECTURE CONSULTING ENGINEERS PVT. LTD.

01-Jul-2021 - 15-Dec-2021

23 Weeks**PROFILE:** TRAINEE ARCHITECT

- Supported **document control** by maintaining drawing logs, file structures and issue registers, helping improve project documentation and **audit readiness**.
- Assisted with **regulatory submissions** and coordinated with consultants and authorities to address approval-related comments.
- Gained practical understanding of **cost estimation, BOQs, budgeting and value engineering**, including how design decisions can affect project costs.

CERTIFICATION DETAIL

- Council of Architecture