

ROLL NUMBER: P25701035



Ms. Lata Anil Gupta
Female

DOB

13-Jul-2001

TECHNICAL SKILLS

- AutoCAD
- MS Office
- Revit
- MS Project
- Primavera
- Adobe Photoshop

PERMANENT ADDRESS

A-202, HILL VIEW CHS, JP ROAD,
NEAR NAVRANG CINEMAS,
ANDHERI WEST MUMBAI 400058
City: Mumbai Suburban
State: Maharashtra
Pincode: 400058

LANGUAGE

- ENGLISH
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	9.14	2027
B.Arch. <i>Architecture</i>	UNIVERSITY OF MUMBAI	74.53	2024-May
Intermediate <i>Science (PCMB)</i>	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	73.69	2019-Feb
High School	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI	91.16	2017-May

TOTAL WORK EXPERIENCE: 8 month(s)

ARCHITECT RUSHIKESH H.

14-Oct-2024 - 27-Jun-2025

0 Years, 8 Months, 13 Days

PROFILE: JUNIOR ARCHITECT

My job role as an architect in Architect Rushikesh H. included a combination of office-based design work and on-site supervision. Working on the UST Kochi project in collaboration with the PMC team from CBRE, I gained in-depth exposure to **structured project management methodologies** and industry-standard workflows. This hands-on experience has significantly shaped the way I will manage project monitoring, control activities, documentation, and stakeholder coordination in all subsequent projects.

Following are the key responsibilities I was working on during my tenure

- Assisted in comprehensive **project monitoring**, tracking progress, costs, schedules, and resource utilization to ensure alignment with baseline plans.
- Monitored milestones, budget adherence, and material/manpower use, **identifying deviations and supporting timely corrective actions**.
- Coordinated with PMC, contractors, and vendors to **ensure compliance with quality, safety, and statutory requirements**.
- Facilitated communication between teams and maintained organized **documentation**, reporting, and **project records** for audits and reviews.
- Supported preparation and review of architectural drawings, BOQs, and technical documents using **AutoCAD and MS Office tools**.
- Worked with **cross-functional teams** on site planning, material tracking, and **execution coordination**.
- Assisted in on-site supervision, ensuring construction activities matched **design drawings, specifications, and work schedules**.
- Prepared progress reports, dashboards, and **performance summaries**, contributing to data-driven decision-making.
- Gained exposure to **construction technologies, MEP coordination, and contract compliance** through **real-time project involvement**.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 29 Weeks)

ARCHITECT RUSHIKESH H.

01-Dec-2022 - 24-Apr-2023

20 Weeks

PROFILE: ARCHITECTURAL INTERN

As an architectural intern, I gained firsthand exposure to the professional practice of architecture, from understanding how projects progress from design stages to on-site execution. The experience helped me develop an understanding of industry workflows, multidisciplinary collaboration, and the practical aspects of delivering architectural projects.

My key roles and responsibilities as an architectural intern included the following

- Assisted project teams in preparing **architectural** and project management documentation, drawings, and **client presentations**.
- Supported the development of **design concepts and schedules**, contributing to planning and **coordination** efforts.
- Participated in site inspections, **recorded progress**, and prepared observation and **compliance reports**.
- Collaborated with senior architects and engineers for **project planning, stakeholder communication**, and **workflow coordination**.

KALPATARU LIMITED

04-May-2026 - 10-Jul-2026

9 Weeks**PROFILE: PROJECT INTERN**

As a Project Intern, I was exposed to the business and strategic side of real estate development, particularly within the luxury residential segment. The internship provided an understanding of how market dynamic and business information contribute to the planning and execution of real estate projects.

Following were the key roles and responsibilities during my tenure:

- Conducting **market research and competitor analysis** for luxury residential projects in the Worli micro-market.
- Studying **project specifications**, amenities, positioning, and offerings of competing developments.
- Assisting in **benchmarking** competitor projects against Kalpataru One.
- Supporting **inter-departmental coordination** activities by gathering and organizing project-related information.
- Assisting the marketing team in understanding and categorizing marketing cost overheads.
- Analyzing expenditure allocation across various marketing categories.
- Preparing reports and presentations for **management review and decision-making**.