

ROLL NUMBER: P25700599



Ms. Rishika Menon
Female

DOB

27-Aug-2001

TECHNICAL SKILLS

- AutoCAD
- MS Project
- Primavera
- Revit
- Navisworks
- Plannerly
- BEXEL
- Sketchup
- Photoshop
- MS Office

PERMANENT ADDRESS

NICMAR, POST OFFICE, 25/1,
NICMAR UNIVERSITY, N.I.A,
BALEWADI RD, RAM NAGAR,
BANER, PUNE, MAHARASHTRA
411045
City: Pune
State: Maharashtra
Pincode: 411045

LANGUAGE

- English
- Hindi
- Bengali
- Malayalam

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	9.00	2027
B.Arch. <i>Bachelor of Architecture</i>	SCHOOL OF PLANNING AND ARCHITECTURE	73.1	2025-Jul
Intermediate <i>Science (PCMB)</i>	CENTRAL BOARD OF SECONDARY EDUCATION, ASANSOL/WEST BENGAL	76.66	2019-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION, ASANSOL/WEST BENGAL	95	2017-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 32 Weeks)

Milestone Design Studio

19-Sep-2023 - 01-Dec-2023

10 Weeks

PROFILE: Junior Architect

- Supported project execution through site coordination, supervision, and resolution of practical issues.
- Prepared and reviewed technical documentation, drawings, revisions, and execution-related deliverables.
- Conducted site analysis, surveys, and research to support informed project decisions.
- Developed digital models and presentations to effectively communicate complex ideas to teams and stakeholders.
- Researched materials, building systems, and sustainable practices to evaluate and support design solutions.
- Collaborated with senior professionals across design and execution stages, adapting solutions to changing project requirements.

Between Spaces

01-Jun-2023 - 18-Sep-2023

15 Weeks

PROFILE: Junior Architect

- Monitored site progress and supervised ongoing work to ensure compliance with approved drawings and specifications.
- Prepared progress reports, site observations, Minutes of Meetings (MoM), and project documentation.
- Coordinated with architects, consultants, and contractors to facilitate project execution.
- Verified measurements and tracked materials to support project monitoring.
- Prepared working, shop, and as-built drawings to translate design intent into construction documents.
- Developed design concepts, 3D models, and presentation drawings for project communication.
- Conducted site surveys and studies and prepared documentation for client and consultant meetings.
- Researched materials and finishes to support design development and selection.
- Assisted in identifying and resolving conflicts between design requirements and site conditions.

Agami Realty

PROFILE: Site Execution and Control

- Calculated reinforcement quantities for various structural elements to support project execution.
- Assisted in the preparation and review of IOD drawings for project documentation.
- Prepared and managed drawing transmittals to ensure proper document coordination and record keeping.
- Developed a preliminary project schedule using Microsoft Project (MSP) for planning activities.
- Conducted site visits to observe construction progress and understand on-site execution.
- Monitored site progress against planned activities during site visits.
- Worked with AutoCAD and Microsoft Excel for project documentation and quantity calculations.
- Developed an understanding of site safety requirements and standard construction safety practices through site visits.
- Gained insight into the workflows of a real estate developer by interacting with project teams and understanding cross-functional coordination.

ACHIEVEMENT DETAIL

- Achieved a 99.56 percentile in JEE Paper 2 (2020)
- Actively participated in and contributed to the various events happening in undergraduation college gaining valuable experience in teamwork, event coordination, and creative expression.