

ROLL NUMBER: P25701135


Mr. Jay Anil Pasad
Male

DOB

28-Dec-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- SketchUp
- Enscape
- Photoshop
- Excel

PERMANENT ADDRESS

B/203, Malhar Palace No. 2, _x000D_
 Manpada Road, Opp Kasturi Plaza
 City: Thane
 State: Maharashtra
 Pincode: 421201

LANGUAGE

- Hindi
- English
- Marathi
- Gujarati
- Kutchi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	8.53	2027
B.Arch. <i>Architecture</i>	MUMBAI UNIVERSITY	58.78	2023-Apr
Intermediate <i>Science (PCMB)</i>	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	62.62	2018-Mar
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	77.4	2016-Mar

TOTAL WORK EXPERIENCE: 23 month(s)
Shree Designs

17-Jul-2023 - 30-Jun-2025

1 Years, 11 Months, 13 Days
PROFILE: Jr. Architect

As a Junior Architect at Shree Designs, my responsibilities included: _x000D_

- Worked on healthcare facility projects including hospitals and clinics, supporting architectural design and on-site execution activities.
- Conducted regular site visits to monitor progress, verify drawings against execution, and assist in resolving on-site coordination issues.
- Coordinated with structural, MEP, interior consultants, contractors, and vendors to ensure smooth execution of healthcare projects.
- Prepared and managed project documentation, including drawings, BOQs, client presentations, and approval-related records.
- Assisted senior architects in planning, scheduling inputs, and quality control, ensuring compliance with drawings and standards specific to healthcare facilities.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 26 Weeks)
Dilip Deshmukh & Associates

10-Dec-2021 - 18-Apr-2022

18 Weeks
PROFILE: Intern

- Assisted in FSI, TDR, and development potential calculations as per prevailing UDCPR guidelines.
- Prepared presentation drawings and development plan overlays using survey data (CTS / Survey No.).
- Supported submission and follow-up of property documents, NOCs, and approvals with local authorities (KDMC).
- Conducted site measurements, context analysis, and prepared digital site plans using AutoCAD.
- Assisted in preparing 3D models and visual presentations for residential development proposals.
- Supported coordination with municipal authorities for approval-related processes.

Keystone Realtors (Rustomjee)

05-May-2026 - 05-Jul-2026

8 Weeks
PROFILE: Project Management Intern

- Conducted regular site visits to monitor construction progress and understand project execution.
- Verified architectural drawings with on-site construction activities.

- Prepared the clubhouse construction schedule using Microsoft Project (MSP).
- Assisted in coordinating interior finishing works for sample flats.
- Prepared architectural detail drawings for roads and other project components.
- Learned surveying and dowel marking techniques used in precast construction.
- Gained exposure to the tendering and contract management process.
- Assisted in billing and quantity verification for the sales office and sample flats.
- Observed quality control and safety practices implemented on site.