

ROLL NUMBER: P25701108

Ms. Sanvitti Shetty

Female

DOB

18-Mar-2001

TECHNICAL SKILLS

- AutoCAD
- SketchUP
- MS Excel
- MS Word
- MS PowerPoint
- EDGE App

PERMANENT ADDRESS

C3101, Indis One City, Kukatpally
 City: Hyderabad
 State: Telangana
 Pincode: 500072

LANGUAGE

- ENGLISH
- HINDI
- TULU

INTERESTS

- Reading
- Dancing
- Basketball
- Yoga

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	9.56	2027
B.Arch. <i>Architecture Design & Planning</i>	SYMBIOSIS SKILLS AND PROFESSIONAL UNIVERSITY	85.01	2024-Sep
Intermediate <i>Science (PCM)</i>	CBSE	73.6	2019-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION	93.1	2017-May

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 101 Weeks)
Cushman and Wakefield

25-May-2026 - 25-Jul-2026

8 Weeks
PROFILE: Project Management Intern

- Assisted in the execution and monitoring of Corporate fit-out projects across five project sites during an 8-week internship, gaining exposure to different stages of project execution .
- Participated in client, contractor, and vendor coordination meetings, documenting discussions through Minutes of Meeting (MoM) and preparing meeting agendas.
- Monitored project progress by preparing and updating Daily Progress Reports (DPR's), Weekly Progress Reports (WPR's), and Pending Activity Trackers.
- Conducted site inspections during the initial execution phase to monitor work progress, quality compliance, and identify snags, while assisting in the preparation of snag lists and quality reports.
- Maintained and updated project documentation, including Asset Transmittal Lists, Asset Count Lists, and Finishes Tracking Lists, ensuring accurate project records.
- Coordinated with project stakeholders, including clients, contractors, and vendors, to facilitate communication and support timely project execution.
- Developed Practical understanding of construction methodologies, sequencing of fit out activities, project workflows, and on -site execution processes through continuous site exposure.
- Developed proficiency in Microsoft Excel, Word, and Powerpoint for project documentation, reporting and progress tracking.

NAVEEN ASSOCIATES, LANDSCAPE ARCHITECTS

01-Aug-2024 - 31-May-2025

43 Weeks
PROFILE: INTERN ARCHITECT

- Worked on the design and development of outdoor spaces for residential projects, preparing landscape layouts and construction drawings using AutoCAD.
- Created 3D Visualizations using SketchUp and prepared PowerPoint presentations for client meetings.
- Assisted in conceptual planning, design documentation, and site planning, contributing to functional and aesthetically planned landscapes.
- Developed proficiency in technical drawing, design communication, and residential landscape design.

Urban Arts: Architects and Interior Designers

22-May-2023 - 25-Nov-2023

26 Weeks**PROFILE:** Architectural Intern

- Assisted in the design development of residential projects, including space planning and preparation of working drawings.
- Contributed to concept layouts, material selection, and site coordination, ensuring smooth project execution.
- Prepared design detailing and 3D visualizations using AutoCAD and SketchUp..
- Collaborated with senior architects and clients to translate functional requirements into practical design solutions.
- Strengthened understanding of residential architecture, client communication, and on-site problem-solving.

India Lost and Found

07-Apr-2021 - 23-Sep-2021

24 Weeks**PROFILE:** Cultural Researcher

- Conducted in-depth cultural research to identify and document India's lesser-known heritage, regional art forms, and traditional dialects through field-based research.
- Collected, analyzed, and curated qualitative data by engaging with local communities and documenting cultural narratives.
- Prepared research documentation and curated content to present hidden histories in a structured and meaningful manner.
- Strengthened skills in research methodology, field documentation, analytical thinking, content curation, and written communication.

CERTIFICATION DETAIL

- Architecture Journalism Course
- Editorial Writer

ACHIEVEMENT DETAIL

1. Published 2 research papers with ISBN
2. Editor & Writer for the college newsletter and magazine
3. Participation in Designadvance 2022 (Emerging Towns - Narrowing gap between home and work)
4. Held multiple student leadership positions, including Head Girl, Deputy Head Girl, Sports Captain, Sports Ambassador, and House Captain through my schooling, leading student teams, coordinating events, managing responsibilities, and fostering collaboration