

ROLL NUMBER: P25700629


Ms. Jinia Dutta
Female

DOB

25-Aug-1999

TECHNICAL SKILLS

- MS Project
- MS Office(Excel & Powerpoint)
- Primavera P6
- Revit
- Navisworks
- Bixel Manager
- AutoCAD

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

- Coordinated with architects, consultants, contractors, and statutory authorities for a **3.3M+ sq.ft. mixed-use development**, aligning design requirements, technical inputs, and project timelines.
- **Managed the design-to-build process for a 3.4 lakh sq.ft. residential project**, taking the project from design development and coordination through construction documentation and execution, including preparation and issuance of **GFC drawings** for site implementation.
- Prepared, coordinated, and issued **GFC drawings and construction documentation**, incorporating design changes and resolving technical issues raised during execution.
- Coordinated architectural design with consultants and site teams to ensure drawings were accurate, coordinated, constructible, and aligned with execution requirements.
- Worked closely with project and site teams to resolve **design queries, drawing revisions, and execution-related issues**, ensuring updated information was available at the required stage.
- Reviewed designs and drawings from a **constructability and execution perspective**, identifying coordination gaps, potential rework, and design-related risks before construction.
- Managed **drawing registers, revision logs, and issue trackers**, maintaining document control and traceability throughout the project lifecycle.
- Coordinated multidisciplinary stakeholders to resolve **design, documentation, and execution-related issues**, helping minimise delays and rework.

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

04-May-2026 - 03-Jul-2026

8 Weeks
PROFILE: Project Intern

- Supported **design coordination and site execution** for a Rs.9.65 crore, 38,000 sq.ft. Design & Build corporate office fit-out project.
- Reviewed **GFC drawings, shop drawings, and material submittals** against project specifications and site requirements, identifying discrepancies before execution.
- Coordinated with project managers, designers, PMC, contractors, and vendors on day-to-day **design, documentation, material, and execution requirements**.
- Prepared **BOQ-based quantity take-offs, material schedules, and procurement trackers** for flooring, partitions, ceilings, furniture, and finishes.
- Assisted with **Microsoft Project scheduling and activity-wise progress tracking**, maintaining updates on project status and pending activities.
- Supported **MIR preparation, DLP inspections, and site progress monitoring**, gaining practical exposure to quality control and execution processes.

- Tracked design and material requirements to ensure the execution team had the required information and materials available at the appropriate project stage.

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 through preparation of **technical drawings and presentation material**.
- Participated in **site inspections and coordination meetings**, developing practical understanding of the relationship between design decisions and site execution.
- Assisted with **project documentation and coordination** requirements to support timely delivery of project outputs.

GREEN ARCHITECTURE CONSULTING ENGINEERS PVT. LTD.

01-Jul-2021 - 15-Dec-2021

23 Weeks**PROFILE:** TRAINEE ARCHITECT

- Supported senior architects in preparing **design documentation and working drawings**, ensuring accuracy, coordination, and timely delivery of project requirements.
- Prepared **regulatory submission drawings** and participated in coordination meetings with consultants and local authorities to address approval-related requirements.
- Maintained **drawing registers, issue logs, and project documentation**, supporting systematic document control and traceability throughout the project lifecycle.

CERTIFICATION DETAIL

- Council of Architecture