

ROLL NUMBER: P25701021



Ms. Prajakta Sanjay Sushir
Female

DOB

15-Mar-2003

TECHNICAL SKILLS

- Primavera P6
- MS Project
- MS Excel
- MS PowerPoint
- MS Dynamics 365
- AutoCAD
- SketchUp
- Rhino
- Photoshop
- V-Ray
- Earned Value Management
- AI Prompt Engineering

PERMANENT ADDRESS

127, Dattatraya Nagar, Behind NIT Garden, Nagpur, 440024
City: Nagpur
State: Maharashtra
Pincode: 440024

LANGUAGE

- English
- Hindi and Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	7.67	2027
B.Arch. <i>Architecture</i>	RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY	60.7	2025-Jun
Intermediate <i>Science (PCM)</i>	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	65.38	2020-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION	70	2018-May

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 26 Weeks)

Anarock Property Consultancy

05-May-2026 - 11-Jul-2026

9 Weeks

PROFILE: Real Estate Residential Mandate Intern

- **Coordinated stakeholders** including customers, 7+ Channel Partners (CPs), and internal teams to ensure smooth project commercialization and customer onboarding.
- **Prepared and managed Excel trackers** for lead management, customer status tracking, payment schedules, collections monitoring, and sales progress reporting.
- **Assisted in billing calculations, payment plan preparation, and financial tracking** to support customer closures and revenue monitoring.
- **Conducted 50+ project site visits** for prospective clients, explaining project scope, development phases, amenities, and construction progress.
- **Managed 30+ clients and resolved issues**, enhancing stakeholder satisfaction throughout the customer lifecycle.
- **Collaborated with cross-functional teams** to support project timelines, sales targets, and operational coordination.

GRAYSTONE PALETTE ARCHITECTS

08-Jan-2024 - 09-May-2024

17 Weeks

PROFILE: INTERN

- Assisted in **designing and drafting 5+ residential building layouts** using **AutoCAD** and **SketchUp**.
- Coordinated with **architects, engineers, and contractors** for **design development** and **issue resolution**.
- Conducted **site visits** to monitor **construction progress** and ensured **work execution as per drawings**.
- Assisted in **material tracking**, and **documentation of project reports**.
- Prepared **photorealistic renderings** using **V-Ray** and **Enscape** for **client presentations**.
- Maintained organized **project documentation** to support smooth **project execution**.

CERTIFICATION DETAIL

- Initiating and Planning Projects
- Project Management: The Basics for Success

ACHIEVEMENT DETAIL

Sports Head

Institute of Design Education & Architectural Studies, [Undergraduate Studies]

- Led and managed a **team of 20+ members** for institute-level sports events.
- **Coordinated with stakeholders** including coaches, administration, and participants.

- Demonstrated leadership, communication skills, and **problem-solving skills** in **event execution**.

Social Media & PR Lead at Urban Sketchers (USK) Nagpur**Project Lead: National & International Events**

- Owned **end-to-end delivery** of city-based, national & international events, managing scope, milestones, execution & post-event review.
- Defined project roadmaps for multi-venue events with **200+ participants & 15+ volunteers**.
- Coordinated **8+ national & international USK chapters** across Madrid, Barcelona, Pune, Bangalore, Chennai & Thiruvananthapuram.
- Led **cross-functional stakeholder management** across artists, vendors, sponsors & partners, ensuring issue resolution and smooth execution.
- Managed budgets and resources while securing sponsorships/partnerships.