

ROLL NUMBER: P25702023**Ms. ADITI MAHAJAN**

Female

DOB

01-Nov-1998

TECHNICAL SKILLS

- Primavera
- Revit
- AutoCAD
- MS Office
- MS Project
- Sketchup
- Vray
- Keynote
- Powerpoint

PERMANENT ADDRESSFLAT-2, K4, GAURIHAR,
SINHAGAD ROAD

City: Pune

State: Maharashtra

Pincode: 411030

LANGUAGE

- English
- Hindi
- Marathi

INTERESTS

- Strategy
- Prototyping
- Athletics
- Oratory
- Classical dance

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-REUIM	NICMAR University, Pune	8.55	2027
Graduation	MUMBAI UNIVERSITY	58.9	2021-Jun
Intermediate	ROTARY ENGLISH MEDIUM SCHOOL, KHED-RATNAGIRI.	74.8	2016-May
High School	ST. XAVIER'S SCHOOL, MAHAD	88.2	2014-Mar

TOTAL WORK EXPERIENCE: 36 month(s)**GNA ARCHITECTS**

01-May-2022 - 06-May-2025

3 Years, 0 Months, 5 Days**PROFILE:** ARCHITECT**Key Projects:** High-Rise Residential Towers | Mixed-Use Townships | Commercial Developments

- **Cross-Functional Stakeholder Alignment:** Led multidisciplinary coordination between clients, structural (RCC), MEP, and façade consultants, and site contractors to align project objectives, streamline workflows, and prevent execution bottlenecks.
[Key works: *Profitbay by Kundan Spaces, Infinia & Skyfinia by Harivishva, Supremus by KLS Group*]
- **Lifecycle Deliverable & Construction Execution:** Managed the delivery of comprehensive working drawing packages and technical documentation across multiple concurrent high-rise projects, maintaining design fidelity from planning to execution.
[Key works: *Profitbay by Kundan Spaces, Kosmas & AvaniOne by BGC, Prakash & Shubhamkaroti by CKD*]
- **On-Site Quality Assurance & Scope Control:** Conducted systematic site visits and design reviews to enforce quality control standards, ensuring structural integrity and field implementation strictly adhered to technical specifications.
[Key works: *Ashokban, Shashi & Arati by CKD*]
- **Technical Integration & Complex Systems Management:** Synthesised high-rise MEP layouts, structural systems, and specialised façade requirements into unified execution plans, thereby mitigating technical conflicts before construction.
[Key works: *Profitbay by Kundan Space & Infinia by Harivishwa*]
- **Statutory Compliance & Regulatory Risk Management:** Authored sanction drawing sets and liaised directly with municipal authorities to secure approvals, ensuring 100% compliance with local building codes, zoning laws, and regulatory frameworks.
[Key works: *Ascent, Neo, Gateway, Crown, Arbano Towers & Ruby Hospital for Amanora-City Corporation Group*]
- **Resource Management & Team Leadership:** Mentored and supervised junior architects and interns, delegating tasks effectively to optimise team throughput, upgrade technical skill sets, and achieve project deadlines.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 33 Weeks)**GRAY ARCHITECTS**

01-Nov-2021 - 25-Apr-2022

25 Weeks**PROFILE:** INTERN ARCHITECT

- **3D Visualization & Rendering:** Generated high-quality 3D digital models, architectural renders, and interior views to convey design concepts effectively.
- **Conceptual Design:** Drafted initial design concepts, spatial layouts, and schematic options during early-stage project development.
- **Technical Documentation:** Prepared construction details, working drawings, and organized project documentation to support execution teams.
- **Site Inspections:** Assisted senior architects during on-site visits to review construction progress, verify measurements, and check design accuracy.
- **Stakeholder Meetings:** Participated in client and consultant meetings, capturing actionable notes and helping refine design feedback.

GRAY ARCHITECTS

11-May-2026 - 11-Jul-2026

8 Weeks**PROFILE:** Project Monitoring Intern

- **Performance Tracking & Risk Mitigation:** Monitored project timelines, budgets, and BOQ/procurement schedules across developments to identify execution bottlenecks early and ensure deliverables stayed on track.
- **Cross-Functional Alignment:** Coordinated between design, site, client, contractor, and sales teams to streamline data gathering and ensure synchronised project workflows.
- **Executive Dashboards & Reporting:** Consolidated multi-departmental data into clear weekly/monthly status reports and dashboards to keep senior management informed on key metrics.
- **Strategic Process Optimisation:** Refined progress-tracking workflows and presented strategic recommendations to leadership to improve project oversight efficiency

CERTIFICATION DETAIL

- Business Writing-Coursera
- Housing Policy & Planning-NPTEL
- DBix-Digital Built India
- Introduction to Corporate Finance-Coursera
- Introduction to Financial Accounting-Coursera
- Real Estate Development Building Value-Coursera
- Urban Land Economics and Real Estate Market-Coursera

ACHIEVEMENT DETAIL

- **Basketball Clusters Silver Medalist:** Secured the silver medal for three consecutive undergraduate years, demonstrating sustained athletic performance, competitive drive, and team leadership.
- **CEPT University Essay Competition:** Shortlisted among the top 25 entries in a competitive international essay competition hosted by CEPT University, writing on the architectural theme of *Labyrinth*.