**CURRICULUM VITAE**



**MANJULA**

[**MANJULA.**366539@2freemail.com](mailto:MANJULA.366539@2freemail.com)

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**CAREER OBJECTIVE:**

**A growth oriented position in a dynamic and professionally managed organization which provides opportunities and challenging environment for development and responsibilities to contribute towards success.**

**EDUCATIONAL QUALIFICATION:**

**Class 10th passed in session 2006 from CBSE .**

**Class 12th  passed in session 2008 from CBSE.**

**Diploma of Architectural Assistantship passed in session 2008-2011 from**

**Punjab State Board of Technical Education and Industrial Training.**

**Graduation (B.A) passed in session 2012-2015 from Panjab University.**

**WORK EXPERIENCE:**

**Worked at EVOLVE ARCHITECTURE, MDC-Panchkula from October, 2011 to October, 2015.**

**P0SITION:**

**Architectural draftsman.**

**JOB DESCRIPTION:**

* **Prepare Working Drawings and Detail such as general arrangements, Plans, Elevations, Detailing and all Architectural Drawings & Interior Design.**
* **Preparation of complete Architectural Drawings based on Client requirements.**
* **Preparation of Presentation Drawings by using Autocad Software .**
* **Provides daily updates on work in progress.**
* **Organizes and Maintain Drawing files in proper order and condition for future retrieval & use.**
* **Perform other Duties as assigned.**

**LANGUAGES KNOWN:**

1. **English**
2. **Hindi**
3. **Punjabi**

**STRENGTHS:**

* **Strong Interpersonal Skills**
* **Punctuality**
* **Humble, Sincere & Honest**

**COMPUTER SKILLS:**

* **MS DOS**
* **MICROSOFT OFFICE: (WORD, EXCEL, POWERPOINT)**
* **Auto Cad 2007,2010**

**DECLARATION: I hereby declare that all the above mentioned details are true and correct as per my knowledge.**