

**Pooja**

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**PROFILE SUMMARY**

* Having 4 years of experience in Architectural Planning, Drafting, Designing, 3D Model Making, Estimation, Procurement, Project management, Business development.
* Experienced in Autocad 2D, 3Ds max, Basic of Google Sketchup, Adobe Illustrator, Primavera stage 1.
* Looking for a challenging career which demands the best of my professional ability in terms of technical and analytical skills, and helps me in broadening and enhancing my current skill and knowledge.
* Creative Architectural Designer with a strong background in project management, space planning, and computer-aided design, seeking to take next career step with a respected design firm focused on creating world-class hospitality and living spaces.
* Expertise in coordinating all facets of design, from A&E approval to FF&E selection to final delivery.
* Proven success in leading multifunctional teams to achieve project goals and achieving a high-degree of client satisfaction.

**EXPERIENCE**

**Erecon Spaces**

**(Nov 2015 till March 2019)**

**WORKING AS ENTHUSIASTIC MULTI TASKER**

**Sr Architect/Business Development/Project Operations Head**

* Working as Architect Planner/Interior Designer/Business Developer.
* Meeting the various stake holders within organization (Builder Owner, Project Manager, Agents, Consultants Etc.)
* Client Meeting.
* Taking Measurement.
* Preparing Client Proposals, presentations.
* Plan for weekly sales cycle and schedule accordingly.
* Managing Vendor relationships.
* Designing with space planning, functional, safe, client requirement.
* Project Management.
* Having formed own team of vendors who work and supply efficiently and on time.
* Willing and able to quickly learn new technology and be able to support any software that is required by the management
* Making of Brochures for various products and services.
* Creating Visual concepts by hand written or using computer tools.
* Co-relating contents with images of various products.
* Enhance the value of products by providing appropriate contents and images.
* Logo Designing.
* Making of Company Profile.
* Experience in coordinating at various levels and leading to effective result delivery.
* Experience in making and giving presentations to all the levels.
* Handling the Entire Administration.
* Agreeing project objectives.
* Representing the client's or organization’s interests.
* Providing advice on the management of projects.
* Organizing the various professional people working on a project.
* Carrying out risk assessment.
* Making sure that all the aims of the project are met.
* Making sure the quality standards are met.
* Keeping track of people, design team, other departments and progress of projects.
* Recruiting specialists and sub-contractors.
* Monitoring sub-contractors to ensure guidelines are maintained.
* Overseeing the Accounting, Costing and Billing.
* Reporting to the client or senior stakeholders on progress.
* Evaluating the success of the project against its benchmarking and sharing lessons or best practice with other Architects of Office.
* Business Development and Client Management.
* Making and Presenting PPT for client.
* International Clients and Projects.
* Preparing inspirational board as per theme for achieving target.
* Visual communication
* Problem solving by producing 2d-Rendering.
* Work and Plan on Floor Plans of Business Hotel, Casino, Suites, Convention Hotels, Commercial Hotel,
* Residential, Hotel, Resort (using AutoCAD software).
* Drafting (the site measurement plans into AutoCAD 2D plan).
* 2D Rendering for floor plans showcasing flooring effects.
* Estimation and Calculation in Excel.
* Communicating with clients on SYKPE from Dubai, UK, USA, Taiping, regarding projects.
* Software’s used: AutoCAD 2D, 3Ds max, Excel, PowerPoint.
  1. **Free Lancing Work: - Plan for an Badminton Court**.o Software Used: AutoCAD 2D.
* Worked on Interior Designing of the In-House Residential projects for 2Bhk, 3Bhk, 4Bhk.
* Worked on various floor plans of Residential/Commercial projects.
* Design of Residential Building, Floor Plan and Elevation using AutoCAD and 3D’s Max.
* Badminton court planning
* Estimation of Interior Design projects.
* Estimation and costing for residential projects.

**PROJECTS UNDERTAKEN**

* **Commercial Interior/Exterior Projects Completed:** Warehouse flooring in Vishakhapatnam (NHVS), Revamping ofcampus in Capgemini Talawade, Planning for Bakery in Illahabad, Revamping of automation labs in Capgemini (Airoli), Planning for farm house in Wagholi, G+3 Apartment converted into commercial office space, Planning and designing of office space in Global Business Hub for 2 clients, Planning, Designing of office at Fortune Towers.
* **Residential Interior Projects:** Completed Revamping of Living room and Bedroom in Pimple Saudagar(PlanetMillennium Society), Revamping of 2bhk in Solace Park B.T.Kawade road, Revamping of living room(TV Unit, Wall work for show casing small frames) in Amanora town city.

On going 2bhk interiors for entire home in Water Crest Society katraj.

* **Extra work done for the Company**: Recruitment for in house with Naukri Portal, taking Interviews, Finalizing theCandidates, Served as trainer for English communication skills for employees, training new employees, Website Content writing for companies, Website framing, Real Estate Brokerage.

**PROJECTS COMPLETED AS FREELANCER**

* **Sports area designing in various housing society, schools and colleges.**
* **G+2 Individual Bungalow Floor Planning, Design and Interior in Belgaum.**
* **Recently completed an Revamping of 2BHK, Project Cost overall 12 lakhs , As an Individual Free Lancer in DSK Raanwara Society, Bavdhan**, Pune.
* **Completed high end 4BHK Interior in Baner-Crest Avenue for an client (TURNKEY PROJECT), Valuation of total project 25 lakhs.**

**CORE QUALIFICATIONS**

* Space Planning
* Interior and Hospitality Design
* Logo designing and Branding.
* Product design enhancing and context writing on the same.
* Consulting
* Team Leadership
* Vendor and Client Relations
* Project Management
* Space Planning and Utilization
* Estimation.

**ACADAMIC QUALIFICATIONS**

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| --- | --- |
| **2011-2015** | **VISHVESHWARYA TECHNOLOGICAL UNIVERSITY, KARNATAKA, INDIA.** |
|  | **BACHELOR OF ENGINEERING (CIVIL).** |
| **2014-2015** | **ENGINEER’S COMPUTER ACADEMY, KARNATAKA, INDIA.** |
|  | **DIPLOMA IN COMPUTER AIDED INTERIOR DESIGNING.** |

**TECHNICAL SKILLS**

**Autocad 2D**

**Adobe Illustrator (Basic)**

**3dsmax**

**Google Sketch-up**

**Computer Aided Interior Designing**

**Project Management (Pune)**

**Microsoft Office**

**ETABS**

**STADD PRO vi8**

**ACADEMIC PROJECT DETAILS**

* COST COMPARISON OF FLAT SLAB AND CONVENTIONAL SLAB.

Duration -3 month

Description

To highlight on the most common forms of construction which leads to economic saving, aesthetic view and yet allow the Architect from great freedom of form works.

**PROJECT BEING PUBLISHED IN “INTERNATIONAL RESEARCH JOURNAL OF ENGINEERING AND TECHNOLOGY” JOURNAL VOLUME 2 ISSUE 3, JUNE 2015.**

* EXTENSIVE SURVEY

Duration – 3 month

Description

1. POPULATION SURVEY OF RURAL AREA FOR WATER SUPPLY DEVELOPMENT AND SANITATION FACILITY.
2. REPAIR OF AN OLD BUND TO INCREASE THE STORAGE CAPACITY
3. CONSTRUCTION OF NEW BUND.
4. SURVEY FOR ROAD DEVELPOMENT IN RURAL AREA.

**PERSONAL DETAILS**

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|  | DOB | : 28/06/1993 |
|  | STATUS | : Married. |
|  | NATIONALITY | : INDIAN. |

I hereby declare that all the above said facts are true to my knowledge.

Date:

Place: U.A.E

(Pooja )