AR. ANUJA

A r c h i t e c t u r e & I n t e r i o r

**I** E: [anuja-393148@2freemail.com](mailto:anuja-393148@2freemail.com)  **I** L: DUBAI, UAE

Architect & Interior designer with over 10 years of experience, specialized in Architectural and Interior design services, team management and design process improvement. Creatively inclined and an expert in problem solving and resolution along with strong communication and interpersonal skills.



**PROFESSIONAL EMPLOYMENT HISTORY**

**Senior Interior Designer** *Nov 2017 - June 2019*

* Creating conceptual proposals, developing them into well thought out designs, and liaising with the client to meet their expectations.
* Handling the projects from concept to completion.
* Managing design team & with MEP Engineers to provide effective solution to the design as per site conditions & authority requirements.
* Achieving positive results by organizing office meetings for setting the agenda of forthcoming week & making action plans.
* Calibrating with project challenges and focusing on timely closure of the project.
* Being point of contact for all the involved parties from client to project managers & from subcontractors to supervisors, by providing accessibility to project information & updates.

**Senior Interior Designer** *Jan 2009 - April 2017*

* Attending meetings to acquire client’s requirements and scope of works.
* Building up 3D concept with the use of Sketch up & basic renders.
* Leading team to draw from shell and core to extensive interior design and details, as well as conducting staff technical review on regular basis.
* Preparing layouts, working drawings & details with an emphasis on systematic documentation, an essential in order to meet corporate standards.
* Responsible for developing schedules, manpower allocations to assigned projects
* Preparing program of activities and other documentations for mall approvals, construction drawings and BOQ.
* Creating specification of materials/finishes and cross checking design drawings with F.F&E specifications to ensure quality deliverables.
* Approval of materials, shop drawings submitted by the contractor. Ensures the approved material and specifications are implemented on-site.
* Monitor construction progress through on-site inspection and review.
* Coordinate with sub-consultants and integrates technical solutions into design package.
* Researches market trends and market Interior Design services.

**Architect** *April 2008 - Dec 2008*

* Preparing layouts, working drawings & details
* Creating conceptual / schematic plans
* Co-ordination between various contractors, consultants & vendors
* Carry out site visits to check on progress and ensure that the project is running on time.
* Resolve problems and issues that arise during construction.

**Senior Interior designer** *Feb 2007–**Feb 2008 Mumbai, India*

* Involved in Coordination for development of design with project Architects and consultants of Multiplex, Mall Interior and Exterior.
* Supervision and Project planning.
* Involved in final project design drawings and specifications with project Architects & consultants.



QUALIFICATION

**Bachelor of Architecture** - J.J School of Architecture - *Mumbai, India 1998- 2003*

**Diploma in Interior Design** - Rachna Sansad - *Mumbai, India 2004 - 2005*



SKILLS AND KNOWLEDGE

* Graphisoft Archicad
* AutoCAD
* Adobe Photoshop,
* InDesign
* Google Sketch up



PERSONAL INFORMATION

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| --- | --- | --- | --- |
|  | **Date of Birth** | **:** | March 1980 |
|  | **Nationality** | **:** | Indian |
|  | **Marital Status** | **:** | Married |
|  | **Visa Status** | **:** | Transferable work permit |

* **Driving License :** UAE

 **Availability** **:** Immediately