

ZACHARIA KUREETHADAM

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Profile

- Dedicated and results-oriented architectural professional with a proven track record in reporting and administration, Architectural design and build, refurbishment design, real estate, and Site management. Possessing a diverse skill set encompassing effective time management, change management, interior design skills, and project team leadership.
- Ability to enhance productivity, online operations, and deliver projects within tight deadlines while maintaining quality control. Adept at fostering strong collaborative relationships with clients, colleagues, and external stakeholders to achieve project success and Facilities management.

Work Experience

Junior Project Manager

Oct 2023 - May 2024

Thrithi Properties, Kozhikode, India

- Completed all assigned tasks and assisted with day-to-day operations to improve efficiency and increase firm productivity by 17% in 6 months with effective time management.
- Procurement management, inventory management, high-rise construction management, and general contracts with clients; invoice review and handling with risk management.
- Managed income and expense budgets, including accounts payable/receivable for the clients.
- Received training for technical drawings that concerned people (people management) in addition to performing duties in several departments with attention to detail.

Architect

April 2021 - Aug 2022

Stapati Architects, Kozhikode, India

- Created and maintained relationships with contract creation and designing of major project planning and design in India under Ar Tony Joseph for effective stakeholder management.
- Contributed to client services by providing timely and effective follow-up with multiple agencies to complete the expansion project within 8% before the deadline.
- Proficiency in using digital skills like advanced Auto Cad, Sketchup, Revit, and Microsoft Office.
- Event organization to improve the overall efficiency and creative teamwork of the organization by 12% in the year 2022 to improve team morale.

Design Coordinator

Dec 2020 - March 2021

Mystic Architects, Goa, India

- Enhanced client service by ensuring prompt and effective communication with agencies, resulting in an 8% reduction in project completion time from the initial deadline.
- Cultivated and maintained sustainable design vital for the successful creation of contracts and conceptual design implementation for significant projects in the dynamic landscape of India with cost-effective solutions as per NBC.
- Demonstrated advanced proficiency in utilizing digital tools, including but not limited to Photoshop, InDesign, Adobe Illustrator, PowerPoint, and Sketchup, showcasing a skill set crucial for efficient studio coordination and agile project management to create effective BOQ.

Architectural Intern

June 2020 - Dec 2020

Habitat Technology Group, Trivandrum, Kerala

- Client services by understanding design requirements and presentational skills and working with Padmasree Shankar on large-scale projects.
- Worked on hands-on works, and traditional construction design and building bylaws.
- Worked closely on pre-construction details and logistics planning in the public sector.

- Vast shastra was implemented and detailed design implications were carried out under the supervision of Padmasree Shankar.

Education

MSc Project Management, Leeds Beckett University
Leeds, United Kingdom 2023 2022 - 2023

Bachelors in Architecture (B Arch), Manipal University
Manipal, India 2016 - 2021

Volunteering & Leadership

Rotary Club – Program Coordinator 2019 - 2021
Goa, India

VSO – Team Member 2016 – 2019
Manipal, India

Project Highlights

Communication and relationship-building skills

While working for Stapati Architects, India, people from different nationalities were handled and this helped to create executive-level communication with diverse cultures, concisely written and verbal. Received commendation for effective communication skills from clients & team members.

Project Management

Created a Project plan using Microsoft Projects, Primavera P6, and Microsoft Excel by making Gantt charts Cash flows, and Risk matrix for better Health and Safety compliance. Capability to handle varying and conflicting demands inherent in project administration with great project presentation skills.

Teamwork

Worked collaboratively within a team considering solar projects, with a shared sense of purpose and drive to achieve a shared product development objective. Built strong rapport and relationships with stakeholders at all levels, resulting in a 30% increase in client satisfaction scores and positive feedback on team's collaborative work style.

Problem-Solving Skills

Made use of multiple software, utilized analytical skills like lean and Six Sigma to identify process inefficiencies, implemented strategic partnerships, battery storage site, and property management, and improved overall efficiency by 20%, showing a proactive and confident approach to problem-solving.

Attention to detail

Since working directly with different stakeholders, the ability to pay close attention to details in a fast-Paced environment and time management effectively, which built strong Client-facing customer care experience and strong organizational and prioritization skills in the finance sector.

License and Memberships

Association for Project Management (APM)

Member ID: P0578440

Council of Architecture – India

Member ID: CA/2021/140383