Saumya Gupta

Assistant Architect

A dedicated assistant architect with expertise in AutoCAD, SketchUp, and MS Office. Proficient in drafting, design, and project support with hands-on experience in architecture and administrative roles. Currently advancing education with a focus on sociology, blending technical and social insights.

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🧪 Professional Experience

Assistant Architect
SS Constructions (2022–2023)

- Collaborated on project designs and managed drafting tasks.
- Supported project planning and documentation processes.
- Conducted site visits to ensure adherence to project blueprints and quality requirements.

Draftsman
RPD Design Studio (2021–2022)

- Prepared architectural drafts and ensured alignment with project specifications.
- Coordinated with senior architects for project reviews.
- Reviewed and revised technical drawings to meet project specifications.

Back Office Worker
Manak Analatics & Development (2021–2021)

- Efficiently organized and updated project files, ensuring accurate record-keeping and easy access to all digital documents.
- Assisted in data entry and managed documentation processes, ensuring accuracy and consistency across all files.

Computer Operator
Edu Gorilla (2019–2020)

- Maintained and organized digital project files and records
- Provided technical support for data entry and documentation.

🎓 Education & Learning

Master's in Sociology (In Progress)
Expected 2024, Government Institution

Bachelor's in Sociology
2023, Government Institution

Diploma in Assistant Architecture
2021, Government Polytechnic, Lucknow

Intermediate
2017, HAL School

High School
2015, HAL School

🏁 Core Skills

- Architectural Drafting & Design: Expert in AutoCAD and SketchUp for creating technical drawings and 3D models.
- Project Coordination: Skilled in collaborating with teams to meet deadlines and ensure project compliance.
- Computer Proficiency: Advanced skills in MS Office, data management, and desktop publishing.
- Creative Problem-Solving: Focused on innovative solutions for design challenges.
- Time Management: Proven ability to manage multiple tasks efficiently under tight deadlines.

🛡 Certificate

- Course on Computer Concepts (CCC)
- Desktop Publishing Certification: