

Saniya Jamil



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Address: 1804 Ignis A, Lodha Splendora, Thane, Mumbai

Education

Bachelor of Architecture – Integral University, Lucknow (2014-2019)

Career Objective

- Experienced Architect and Design Coordinator with over 6 years of expertise.
- Keen on learning and contributing valuable insights to the team.
- Proficient in bridging the gap between designers, developers & clients.

Software Skills

AutoCAD	Photoshop	Navisworks
SketchUp	Revit/BIM	Microsoft Office

Strengths

Design Coordination	Collaboration	Project Management
Sustainable Design	Communication	Quality Control
Cost Management	Client Management	

Work Experience

Reliance Industries Limited, Design Architecture

Sep 2023 - Present, Mumbai

- Develop project plans, timelines, and budgets.
- Define project scope and deliverables.
- Monitor and manage project risks.
- Conduct regular site inspections.
- Maintain detailed project documentation.
- Implement cost-saving measures.
- Provide timely feedback and approvals.
- Resolve conflicts and issues.

Muttha Group, Design Coordinator

Sep 2022 - Aug 2023, Pune

- Collaborate on project objectives and timelines.
- Coordinate with design professionals.
- Evaluate architectural and engineering drawings.
- Liaise with external design consultants.
- Explore cost-effective design solutions.
- Implement quality control measures.
- Coordinate with regulatory authorities.
- Promote sustainable design practices.

MACE Project and Cost Management Pvt. Ltd, Design Management Assistant Manager

Nov 2019 – Aug 2022, Gurgaon

- End-to-End Project Coordination and Design management.
- Review architectural documents for conflicts.
- Manage external design processes.
- Implement Cloud-based management system.
- Conduct Design Meetings and progress reviews.
- Oversee timely production of design information.
- Prepare Scope of work for Consultants.
- Assist in Key Issue Tracker and bill reviews.
- Prepare Aging Reports and Bills Tracker.

MACE Project and Cost Management Pvt. Ltd, Intern

Sep 2019 – Nov 2019, Gurgaon

- Assist design manager in coordination.
- Prepare drawing trackers and construction programs.
- Organize Weekly Design Meetings.
- Ensure timely submission of drawings.
- Maintain drawing backup on local server.

Architect Hafeez Contractor, Professional Training

Jan 2018 – Nov 2018, Gurgaon

- Assist with CAD drawings.
- Help with project and contract administration.
- Prepare Architectural Drawings Log.
- Conduct site visits for mockups.
- Develop 3D views and models.

Declaration

I hereby declare that the above given details are true to the best of my knowledge and belief.

Mumbai, Saniya Jamil