






RESUME

CONTACT DETAILS

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 Ahmedabad, Gujarat, India.

EDUCATION

2009| Bachelor of Architecture S.V.I.T., Vasad _ Gujarat University
Grade –Distinction

LANGUAGES

| Gujarati| Hindi | English

SOFTWARE

Autocad-17
Indesign
Photoshop
Sketch up
Power point
Illustrator
Revit

BASIC SKILLS

Sketching
Communication skill
Public Speaking
Teamwork and management
Easily Adaptable

EXPERIENCE – 9 YEARS

Looking position for a Project Manager

Skills_

- *Construction management expertise, deadline orientation, leadership, multitasking, teamwork, and problem-solving skills.*
- *Managed 3-4 projects simultaneously at different stages (concept designing to completion).*
- *Prepared drawings – Concept design, Tender drawings, Good for construction drawings, Prepared contract of sub-consultant, Prepared and approved invoice.*
- *Produced, coordinated and delivered full sets of drawings in a timely manner while considering overall documents quality*
- *Incorporated modern building techniques into architectural projects.*
- *Reviewed shop drawings with design/build team and subcontractors*
- *Documentation - Mails, boq, specification, scope of work, contract, invoice, transmittals, drawing list, tracker list etc. – preparation and supervision*
- *Coordinated with consultants like -MEPF, Landscape, AV, Acoustic, ICT, Façade consultant, Irrigation, Interior designer etc.*
- *Direct coordinated with Client, PMC, Contractor.*
- *Attended meeting, travelling related various projects.*
- *Ensured the quality assurance of deliverables.*
- *Managed project team, guide project Architects, Fresher and Interns.*
- *Managed support staff in preparing construction documents*
- *Awarded ‘ **Best Employee** ‘ within 6 months of joining INI design studio in 2018.*

Current job :

Company **INI DESIGN STUDIO**

Designation Project Manager

Job Period Since one year

Project description :

1. Regional Science Museum, Bhuj :-
 - Design, Coordination, Execution
 - **Done Presentation in front of C.M. Shri Vijay Rupani.**
 - Done regular meeting with **Additional Secretary Mr.Dhananjay Dhrivedi**, Department of Science and technology.
2. Waste to Energy, Jamnagar :-
 - Design, Coordination, Execution
3. Rajkot smart city :-
 - **Done Presentation in front of C.M. Shri Vijay Rupani**
 - Done regular meeting with **Additional Secretary Mr.Banchhanidhi Pani**
 - Master plan with various smart components
 - Atal lake development, Convention center, Sports arena, ICC

Previous job - 1 :

Company **ARG Creation**

Designation Project Manager

Job Period Two years

Project description :

1. Vadnagar Development- T.C.G.L. :- Design to Execution work
 - **Done Presentation in front of C.M. Shri Vijay Rupani**
 - Lake development –Ambaji-kotha ,Gaay lake
 - Tana-Riri park development
 - Interpretation center at sharmistha lake

(Handled whole Vadnagar project including- total 5 lakes development with co-ordination with client T.C.G.L., Vendors, Architectural team, MEP services etc. till completion of the whole project)

2. Nirona craft market, near Rannutasav, Kutch :-
 - Traditional Bhunga theme craft market
3. Development of Kabirvad & Mangleshwar :-
 - Site development of both sides of river Narmada
 - Development of Ghat at river bank & basic amenities with landscape n design. (Specially structure coordination for the Ghat)

Previous job :- 2

Company **Burt Hill, Stantec, Ahmedabad, India.(USA based)**

Designation Project Architect

Job Period Five years

Project description :

1. Aurum township, Chennai.-site-34 acres.
 - Site Office- schematic level to GFC level. (Area-2 acres)
 - Phase-1 Residential blocks- schematic level to GFC level
 - Villa- schematic level to GFC level
 - Design of Signage and Entrance gate
 - Design development of clubhouse.

(Handling whole project with co-ordination with client, vendors, Architectural team, MEP services etc. till completion of the whole project)
2. Hill crest township, Hyderabad.
 - Site Office- Presentation level (Photoshop presentation)
 - Phase-1 Residential - schematic level to tender drawings
 - Clubhouse- presentation level (Photoshop presentation)
3. Ornate- Residential + commercial, Mumbai
 - Design development.
4. Shiv nadir university, Noida
 - Presentation, designing of master plan
 - Infrastructure, MEP coordination
 - Design & Coordinate- Indoor sports, Admin building, Student centre
 - Indoor sports – Tender drawings in Revit

Previous job :-3

Company **J.A.G. Designers Pvt. Ltd, Ahmedabad**

Designation Architect

Job Period One year

Project description :

1. Dwarka Destination Development-TCGL
 - Development of Parikrama path
 - Designing of Rawla lake
 - Schematic Design for developing Panchkui Island
 - Development of Nageshwar
 - Shivrajpur Beach Development
2. Development of Khijadia Bird Sanctuary, Jamnagar.
 - Design a master plan
 - Interpretation center, watch tower, food court
3. Designing of S.V.N.I.T. College, Surat.
4. Design a farm house, Ahmedabad-Mehasana highway

My experience involved in nature of works which includes Planning, Concept Design, Working Drawing, Specification, Site Inspection and Project Co-ordination With Clients, Consultants and Contractors of Various Projects Like Laboratory, Institutional Campus, Commercial Complexes, Auditorium, Residential etc.

I certify that the information furnished above is correct to the best of my knowledge.

Yours faithfully,
Ar. Iti Nanavati
