Respected Madam/Sir,

Please consider my attached resume and detailed portfolio for the position of Architect & Interior designer with your firm.

Professional highlights:

* A Diploma of Architectural Engineering, and over 18 years of Indian and United Kingdom experience in all aspects of the architecture field, with a strong background in “Planning”, “Design”, “Design development”, “Construction” and “Project management”.
* A fair knowledge of “Building codes of Mumbai and other states of India along with United Kingdom”.
* Managed and supervised Medium to Large scale projects with construction budgets and a variety of Commercial, Educational, Health Care, Hospitality, Restaurants, Office buildings, Mix Use Buildings, Apartments and custom Residential.
* A senior member in a multiple architectural and developers’ firms, lead and managed architectural staff creating and coordinating a variety of large projects through all stages from feasibility study and planning to construction management.
* To collaborate with external design agency for delivery of efficient project designs.
* Manage in-house design team.
* Manage drawing deliverables as per execution requirements.
* Implement effective design management principles for effective design management of Projects during the design stage.
* Meet or exceed companies’ standards in design.
* Evaluate & Introduce competitive designs and innovative design technology.
* Knowledge of: Principles and practices of architecture and interior design; techniques of design, construction and maintenance of interior projects; principles of project management and review; practices and techniques of consultant contract development and administration; practices and techniques of space planning (area programming).
* Designing and managing complex architectural and interior projects; analysing, developing and implementing improvements; evaluating problems; prioritizing and managing multiple projects; defining roles and responsibilities for in-house design; supervising, planning and evaluating work; maintaining effective working relationships with others; communicating effectively, both orally and in writing.
* Thorough understanding of business requirement and the ability to distil all these business factors into projects requirements and choices.
* Plan, organize and manage architectural and interior, space planning and related activities.
* Create project concepts (Project Briefs) on design, value engineering and aesthetics.
* Incorporate suggestions from senior management team. Approve project briefs and steer the project design execution plan.
* Suggest suitable external design consultants and evaluate portfolios to select the best of them
* Monitor preparation of contracts for professional services from external consultants.
* Plan and ensure design work are aligned as per construction schedules. Devise internal lead times, performance deliverables and standards. Deploy resources to manage and execute a project design
* Review project plans and approve architectural specifications.
* Review and schedule work priorities for assigned staff.
* Ensure all construction is carried out as per drawing specifications and as per the project concept and aesthetics.
* Prepare/participate in the development of departmental policies, systems and procedures.
* Head the design team to ensure work is delivered with high quality workmanship and aesthetic appeal. Ensure optimal space utilization and blending of internal decor.
* Establish need for and conducting/arranging for training of professional staff.
* Enforce systems and processes to manage internal and external design, documentation and co-ordination
* Understand the organizations business strategy, as well as the company’s business practices, planning cycles, and decision-making processes.
* Keep a track of and understand competitors, products, strategies and product generation processes.
* Develop design and drawing standards to bring consistency across projects.
* Implement new design coordination tools such as Web Collaboration and Building Information Modeling for better team collaboration and drawing coordination.

Technical highlights:

* Proficient in “AutoCAD”, “AutoCAD Architecture”, “Microsoft Office” and “Google Sketch up” applications.

Liaising highlights:

Monitor and make sure the documents for approvals from various Statutory authorities are in sync with the project in terms of

* **Approvals from Statutory Authorities**

Aviation, Collector, MOEF, MMRDA, PWD, Police NOC for theatre/temples, Railways, High Rise committee & Heritage committee

* **Preliminary Documents for Municipal Approvals**

Property Card, Ownership Documents, D.P. Remarks, T.P.Remarks, Form 337/342,Form U/S 44/69, Appointment letter of Architect,Area certificate from Architect, Area undertaking from client/owner

* **Documents required for IOD/CC/OC**

Category Certificate, Inspection Extract (Amalgamation/subdivision), Road line remarks, N.A. Permission, C.F.O. remarks, Estate Office, E.E.T.C. Remarks,Tree authority letter, Appointment of site supervisor, Acceptance letter from site supervisor, TDR (if applicable), Appointment letter of structural engineer, Acceptance letter from structural engineer, Pest control (Malaria & Dengue) NOC, No dues pending certificate, No action pending certificate, Debris management NOC, Storm water/Nalla remarks, Survey remarks, Demarcation from D.P./T.P./Survey/Road (if applicable), Vermicompost NOC from A.E.(Civil)

* **Undertaking / Indemnity Bonds**

General Undertaking : IOD conditions, Undertaking Indemnity bond : Misuse of Basement, Sheet piling of basement, Demolition of additional built up area, Demolition of site offices, , godowns etc, Misuse of part terraces, Setback land handover, Upward revision of land rate, Waterproofing of terraces, P.C.O., Aviation, C.F.O., Tree authority, Risk, Damage, Accident, Ownership disputes, Loss, Damage etc.

* **Payment of Amounts**

Scrutiny fees, Amended plan fees, I.O.D. Deposit, Debris deposit, Staircase premium, Deficiency open space premium, Development charges, Lucrative premium, Basement deposit, Security deposit, Revalidation fee, Penalty, Layout deposit, Layout security fee, Demarcation fee, Carriage entrance fee,Paved R.G. Premium, Miscellaneous fee

Personal highlights:

* A results orientated, highly motivated, forward thinking individual, thrives on hard work, willing to take on new and challenging assignments with strong interpersonal and communication skills, both written and verbal.
* Highly organized and able to prioritize multiple tasks and demonstrate a flexible approach to work assignments.
* Can work independently and willing to take command and leadership, working closely with project team members to communicate the impact of design alternatives ensuring successful project delivery.
* Keep up to date with latest technologies, building regulations and housing standards by attending CPD’s and Seminars.
* Possession of product, technology and industry knowledge.
* Being Proactive than being Reactive.

Thank you for your time and consideration.

Best regards

Mukund Vyas

Mobile :09619261263

Email: [mukundvyas79@yahoo.co.uk](mailto:mukundvyas79@yahoo.co.uk)

Mukund Vyas Dip.AE.,

Email: mukundvyas79@yahoo.co.uk Mobile: 00919619261263

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Objective

To obtain a Senior position in Architecture with emphasis on design integrated with an Architecture technical leadership position or Senior Project Management position.

Highlights of Education, Experience, Technical & Personal Skills

* Diploma in Architectural Engineering, Calcutta, India.
* National Diploma in 3D Design, B. TECH. United Kingdom.
* Over 18 year’s architectural experience. (13.years in India + 5years in UK)
* Well experienced in multi-use Commercial, Educational, Healthcare and Institutional Buildings, Shopping Malls,
* Buildings and custom high-end Residential projects.
* Solid experience in all phases of a building construction, multi-discipline design and production of large complex
* Residential projects, including strong Project Management capabilities.
* Proficient in AutoCAD Architecture [formally Architectural Desktop], Architecture 2009, Microsoft Office Suite and Google Sketch up applications.
* Focused on understanding and utilizing new technologies in Architectural software to aid in the design and construction document aspects of a project.
* Possesses a self-starting, pro-active, creative and innovative attitude.
* A team leader managing multiple tasks and working under pressure.
* Effective at problem solving, with an eye for detail while maintaining a strong aesthetic sense.
* A team player with excellent interpersonal skills and a collaborative approach.

Work Experience

Dynamix Realty (India) (1st January 2020 – 15Th October 2020.) (One of the primary companies of DB Realty)

My duties as a Sr. Architect- Design & Architecture working on a High End Residential project like Ocean Tower, Gokuldham Commercial, Mid Residential Project at Kandivali. My roles are managing Design Coordination with on board consultants and issuing Groundwork’s , Superstructure & Completion detailed drawings packages from Consultants. Ensuring GFC's are received and Co- ordinated. Approvals from Management in terms of Design outlook. Dealing with the administration of contracts, Procurement, building regulation compliance, project programming on site delivery. Planning to project built on time and to budget whilst protecting the integrity of the design and ensuring full compliance with regulations.

* Registration of the project complying with RERA guidelines 2017.
* Evaluating Report consisting of Time, Budget & Quality for the management.
* Liaising with Local Authorities for updates on Approvals on Drawings and reports.
* Tender package and Reviewing.
* Evaluate various consultant quotes and finalize consultant along with management.
* As per Architectural Terms, freeze terms and conditions of the contract with achievable time deadline.
* Ensuring the Sales & Marketing team have the Right knowledge of Sales area to be advertised in the market with the amenities to be considered for the end user.
* Updated detailed brief to the consultant with a site visit along with consultants to clarify expectations.

• Finalize concept design & schematic design Liaise with external architect and all international consultant on board.

• Liaise with Interior designer in case schematic involves interiors as well.

• Provide inputs on local specifications to international consultant.

* Liaise with Interiors and landscape designers for their inputs on the look.
* Supervise the Design Development Track & monitor preparation of final working drawings/construction drawings by consultants & Structural design prepared by external consultant.
* Take External consultants and Internal department inputs from engineering, interiors, etc.
* Ensure that the construction drawings and structural drawing are in sync with each other and others.
* Discussion on Work in Progress reports weekly and monthly with all concerned departments and the management to have the Project meets their deadlines accordingly.
* Chairing Weekly Co ordination meeting with Consultants, Management and Internal Team.
* Highlight, review and discuss the project design changes implications on the time deadlines.
* Direct recruitment, placement and evaluation of Architecture project staff.

DB Realty (India) (September 2015 – 31st December 2019)

My duties as a Ass. Vice President - Design & Architecture working on a High End Residential project like DB Crown( now known as Rustomjee Crown) and One Mahalaxmi & Ocean Tower. My roles are managing Design Coordination with on board consultants and issuing Groundwork’s , Superstructure & Completion detailed drawings packages from Consultants. Ensuring GFC's are received and Co- ordinated. Approvals from Management in terms of Design outlook. Dealing with the administration of contracts, Procurement, building regulation compliance, project programming on site delivery. Planning to project built on time and to budget whilst protecting the integrity of the design and ensuring full compliance with regulations.

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* Highlight, review and discuss the project design changes implications on the time deadlines.
* Direct recruitment, placement and evaluation of Architecture project staff.

One Avighna Park (India) (June 2014 – August 2015)

My duties as an Senior Architect working on a High End Residential Twin Tower project which involves managing and issuing Groundwork’s , Superstructure & Completion detailed drawings packages from Consultants, Liaising with Management, Design Architects, Structural Engineers and Site Managers. Dealing with the administration of contracts, building regulation compliance, project programming on site delivery. Planning to project built on time and to budget whilst protecting the integrity of the design and ensuring full compliance with regulations.

* Evaluate various consultant quotes and finalize consultant along with management.
* As per Architectural Terms freeze terms and conditions of the contract with achievable time deadline.
* Updated detailed brief to the consultant with a site visit along with consultants to clarify expectations.

• Finalize concept design & schematic design Liaise with external architect and all international consultant.

• Liaise with Interior designer in case schematic involves interiors as well.

• Provide inputs on local specifications to international consultant.

* Liaise with Interiors and landscape designers for their inputs on the look.
* Supervise the Design Development Track & monitor preparation of final working drawings/construction drawings by consultants & Structural design prepared by external consultant.
* Take External consultants and Internal department inputs from engineering, interiors, etc.
* Ensure that the construction drawings and structural drawing are in sync with each other.
* Discussion on Work in Progress reports weekly and monthly with all concerned departments and the management to have the Project meets their deadlines accordingly.
* Highlight, review and discuss the project design changes implications on the time deadlines.
* Direct recruitment, placement and evaluation of Architecture project staff.

Atul Desai Consultants (India) (April 2011 –June 2014)

My duties as an Senior Architect were, working on mixed used Developers residential projects which involved managing and issuing Groundwork’s , Superstructure & Completion detailed drawings packages, liaising with Municipal Liaising Architects, Structural Engineers, Site Managers, GRIHA Code Assessors and Clients.

Projects: High Rise Premium Residential Towers- K. Raheja Corp. at Mahalaxmi, Mumbai.

Commercial Hub- K. Raheja Corp. at Marol, Mumbai.

Re-development of Morena Bungalow at Carmichael Road, Mumbai.

Re-development of Maheshwari House at Nepean Sea Road, Mumbai.

Re-development of K.D. Gaikwad Nagar Soceity at Sion, Mumbai.

Re-development of Kasarwadi Municipal Chawl at Dadar, Mumbai.

Show Flat and Sales Gallery for Tata Housing ‘Amantra’ at Kalyan,Thane

Design Competition- School of Planning and Architecture at Vijayawada- A.P.

Re-development of ONGC Residential Colony – Belapur,CBD.

Concept Design of Research & Development Unit for Bajaj- Pune.

Career Break July 2010 –December 2010.

I have met with an Accident in month of August 2010 after returning from England; recovered by December 2010.

Cadsquare Ltd. (U.K.) March 2007 –June 2010.

My duties as an Sr. Architectural Design Technician were, working on mixed used Developers residential projects which involved managing and issuing house types groundwork’s , Superstructure & Completion detailed drawings packages, liaising with Planning Architects, Structural Engineers, Building Inspectors, Site Managers, Code Assessors and Clients.

Projects: A block of Flat apartments @ Surbiton of Countywood Ltd.

Two blocks of Flat apartments @ Beaconsfield of Shanly Homes.

Two Blocks of Flats apartment @ Woking of Nicholas King Homes

Various House types @ Wharf of Nicholas King Homes

Cotswold Vernacular Architecture Traditional Cottages @ Stow of Beechcroft Ltd.

Luxury Detached House’s @ Cobham of Royalton Ltd.

A block of Flat apartments @ Kingswood of Tilmore Developments.

Two and Three Bedroom Apartments and Cottages @ Stow of Beechcroft

Blocks of Flat apartment @ Hayward’s Heath of Crest Nicholson.

Luxury grand country house @Windsor Great Park of Royalton Ltd.

Block of Flat Apartments @ Esher of Royalton Ltd.

J.L.B. Design Associates. (U.K.) June2006 – March 2007

My duties included site survey, contribution to design and specification process along with preparation of planning and building regulation drawings for Residential Projects.

G.U.G. Architects & Designers Ltd. (U.K.) April 2005 – June 2006

Involved in various projects which included Residential, Hindu Temple, Banquet Hall and Shopping Centre to produce various kinds of drawings like planning, building regualations, tender and detailed drawings via AutoCAD 2006.

My duties in the above projects included site survey, contribution to design process, liaising with project team which included clients, structural engineers, planning inspectors and building regulation officers.

Sarjita Raiyani -Mumbai (India) June 2001 – May 2002

My principal duties were to design and Cad the working drawings for a commercial shop along with site co ordination.

Nirmittee Associates - Mumbai (India) June 1998 – April 2001

My principal duties were to transform Senior Architects schematic sketches to Cad working drawings for a Hindu Temple along with site co ordination.

Moksh –Mumbai (India) June 2002 – July 2003

On completion an initial degree and gaining experience, As an Interior Architect managed the process from conception through to completion in a residential and commercial projects, based on clients requirements, conditions particular to the site within cost and time boundaries to produce a best possible compromise of the results desired.

**C**ontinuing **P**rofessional **D**evelopment’s

* Polyroof Products : April 2009
* Autodesk : August 2008
* Solarlux Systems : April 2008
* PolySteel : March 2008
* Alumasc : March 2008
* SureSet : March 2008
* Rockpanel : January 2008
* Marley Eternit : January 2008
* Flowcrete : December 2007
* Delta Membrane Systems : December 2007
* Kingspan Insulation : November 2007
* Anderson Monarflex : October 2007
* Flowcrete : October 2007
* Lafarge Roofing : September 2007

Academic

**Diploma in Business Administration -** College of Technology, London.-June 2004 – May 2005

**NATIONAL DIPLOMA IN ART AND DESIGN – 3D DESIGN** (B.TEC) - Kent Institute of Art and Design, Kent. (U.K.) August 2003 – July 2004

**Diploma in Interior Designing -** Mumbai University, India. August 1998 – July 2000

**Diploma in Architectural Engineering (Dip. A.E.)-** West Bengal Board of Technical Examination, India. August1995 – 1998

Computing

* Operating Systems : Windows XP Office
* Packages : MS Office 2007, AUTO CAD 2009, CINEMA 4D & Google Sketch Up.

Other Skills and Interests

* Have been interested in many areas of art and design, including architecture, fashion, photography and art, from a very young age and I aspire to take my career in the area of interior design and architecture.
* Enjoy playing Chess & Cricket.
* Also have fluency in Languages like Hindi, Marathi and Gujarati.

Personal Profile

* Nationality : Indian
* Birth Date : 4th February, 1979
* Gender : Male
* Marital Status : Married
* Address : Kandivali West, Mumbai 67,India.

Commitment

I believe in persistent and determined hard work. The best effort gives the best result. Looking forward to work with your esteemed organization and ramping up for personal as well as organizational growth.

Date:

**Mukund Vyas.**