AMRUTHA.P

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**Summary**

Over all 2 years of experience in cost Estimation, project management, Project procurement, Billing, Drafting, Scheduling, Preparing Progress report and presentation & Execution work, currently looking forward to work in a challenging environment.

**Skills**

* RND job on materials
* Good knowledge on Material specifications
* Ability to prepare the quotation for various works based on clients requirements
* Possess excellent organizational and time management skills
* Ability to think and work independently by taking up the ownership of assignments
* Skills on project planning and co-ordination job

**Professional Summary**

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| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
| K.Sundar Associates, Bangalore.  Aldecor Interiors Pvt Ltd, Bangalore. | Interior desgnier.  Interior desgnier. | Aug 2014 to sep 2015  Sep 2015 to Jan 2017 |

|  |  |
| --- | --- |
| Projects handled | RESIDENTIAL.COMMERCIAL.VILLAS.APPARTMENTS.REASTURANT. |

**Roles & Responsibilities**

* Job includes Understanding the Bylaws of Interior designing.
* Taking the floor measurement for space planning.
* Understanding the requirements of Clients.
* Space planning in AutoCAD.
* Furniture layout as per clients’ requirement.
* Other drawings i.e.., Ceiling layout, flooring layout, lighting layout.
* Collecting other drawings i.e... Electrical power point layout, AC layout, Networking, Sprinkler...etc from different points and preparing superimposed drawing.
* Preparing detailed drawings(Partition details, wall design, furniture design)
* Knowledge about the materials.
* Preparing BOQ for the same job.
* Collecting quotation from the different contractors for different works.
* Preparing Purchase Orders.
* Scheduling the work and Preparing Running Bills
* Materials Procurement and Reconciliation of materials.
* Co-ordination with Supervisors.
* Interaction with clients.
* Executing the project, Labor Payment & project handover.

**Educational Background**

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| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Discipline/**  **Specialization** | **School/college** | **Board/**  **University** | **Year of Passing** | **Percentage** |
| DIPLOMA | INTERIOR DESIGNER | CREATORS AND DESIGNERS | K.O.S.U. | 2014 | **60** |

**Technical Exposure**

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| --- | --- |
| **Operating Systems** | Windows XP, Windows 7, Windows 8 |
| **Packages** | Auto CAD, 3DS MAX,MS Office,Google sketchup, M S Project(basics), Corel Draw basics. |

**Date: 1.12.2016**

**Place: Bangalore (AMRUTHA.P)**