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# ROSHNI HIRPARA

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## PERSONAL SUMMARY

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Working with and for people has always been a dream of mine. As a professional, creative, and innovative architect and as an aspiring construction management graduate, my expertise is in providing my best inputs to assigned projects and finishing them within the given schedule and budget with proper quality output. My key strengths lie in strong planning and execution, procurement, safety, and creating a risk-free environment, along with offering a strong administrative background and self-discipline for landscape, commercial and residential projects. Brings demonstrated negotiation and problem-solving skills to the table with flexibility in decision-making. I am adept quickly and am keen to take on new challenges, flexible in my decision-making.

## EDUCATION

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### ***Master of Construction Management (Professional)***

**Deakin University, Geelong -VIC**

**February 2020 - November 2021**

- Distinction in the Construction Research Program for a report on " Promote resources efficiency in a construction project by applying principles of circular economy."

### ***Bachelor of Architecture***

**G.C Patel Institute of Architecture VNSGU, Surat, India**

**February 2013 - April 2018**

- Planning, design, services, and operations in architecture and interior design. A thorough understanding of how buildings are put together. Details of wooden, RCC, and steel construction.

## PROFESSIONAL EXPERIENCE

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**Sterling Group, Melbourne**

**July 2023 – ongoing**

### ***Project coordinator - Universal Access/DDA [Disability Discrimination Act]***

- Responsible for providing insights and data reporting to clients by carrying out site accessibility audits with reference to NCC, Premises standards, DSAPT as required.
- Complete desktop review of proposed building designs.
- Provide accessibility consultancy to Client.
- Prepare reports following inspection works.
- Assist with internal QA review process.
- Fee proposal preparation.
- Project management using company established system (financial, timesheet etc.)
- Accountable for multiple projects.
- Assist with preparation of performance solutions as per NCC (National Construction code), Premises standards, DSAPT(Disability Standards Accessible Public Transport).

**LD Total, Yarraville, Melbourne**

**January 2023 – June 2023**

***Contract Administrator***

- Managing all necessary processes and procedures required to complete a landscape construction project.
- Working closely with various landscape architects, engineers, and superintendents and playing a key role in the construction team to drive project administration duties.
- Working with department managers and site supervisors to complete projects on time and on budget, ensure the highest standard of workmanship and contribute to procurement requirements.
- Preparation of all site documentation
- Reviewing tenders and liaising with the estimator
- Certifying and processing sub-contractor progress claims and material invoices.
- Attending other duties as may be reasonably required as administration support from time to time, e.g., ordering stocks for planting items.

**Hudson Homes, Parramatta, Sydney**

**March 2022 – December 2022**

***Estimating & Contract Administration***

- Attend to all necessary processes and procedures required to order, monitor, file, and distribute Production Estimating documentation in support of Production Estimating functions.
- Provide administrative support to the Production Estimating functions as directed – e.g., preparation of supervisor files;
- Review invoices to ensure compliance with order value, assess variance and report to management for approval or as may be required, discuss with supplier or trade variance discrepancies.
- Work with Estimating Team Leader to ensure the ETS and Back charge processes are adhered to by the Estimating team
- Work with the Estimating Team Leader and provide assistance with the preparation of reports and workflow schedules as directed.
- Liaise with and manage the overall relationship and communication process with other professionals including suppliers, contractors, engineers, and certifiers.
- Generally, adhere to Hudson Homes best practice approach to all procedures.
- Attend to any other duties as may be reasonably required in capacity as an Estimating Trainee and Administration Assistant from time to time

**Navadiya Group, Truganina, Victoria**

**October 2020 – February 2022**

***Project Estimator***

- Performed project estimation on medium scale residential single story and double story houses ranging from five hundred thousand dollars to 1.5 million dollars.
- Assisted senior estimator for commercial projects (warehouse and shops) up to 5 million dollars.
- Prepare Quantity take-off from detailed drawings.
- Calculated labour and material cost for project by using build x act software.
- Preparing cad operation to examine and analyse area and specification of finishes.
- Allocation of trade work and issue work orders to appointed subcontractors in allocated work area.
- Check out with various sub-contractors and site supervisor for various construction works and checking of bills.
- Organizing, directing, controlling, and coordinating suppliers and purchase orders for project construction progress.
- Resolves discrepancies by collecting and reviewing information.
- Identified material, costs, and time requirements by researching proposals, blueprints, and any related documents.
- Leading clients with colour section and revising project specifications based on client's requests, design amendments.

**Pavan Infratech, Surat, Gujarat**

**August 2018 - July 2019**

***Junior Architect***

- Perform on Interior design, housing project.
- Create detail drawings and working drawings.
- Meet and discuss architectural project with team and client.
- Site visiting and inspecting project growth.
- Measured and drew sketches and manual drawings on construction site.

## INTERNSHIP EXPERIENCE

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### **Pavan Infratech, Surat, Gujarat**

**July 2017 - October 2017**

#### ***Architect Intern***

- Led on interior design and housing projects.
- Engaged in Architectural Design project
- Making Conceptual sketches, drawings and Site Visiting

### **Universidad Politecnica de Cartagena, Spain**

**January 2017 - June 2017**

#### ***Research Project and Architect Intern***

- Research topic: Architectural Heritage representation Study of modernist architecture
- Project: "Gran Hotel", Murcia, Spain
- Preparing presentations and project related documents
- Engage architects and builders in design and drafting of residential and municipal and county redevelopment projects to ensure comply with building codes.
- Create 3D model rendering and detailed designs.

## AFFILIATION

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|-----------------------------------------------------------------------------------------|---------------------------------------------------------|
| • WHITE CARD<br>Construction Induction Card, WorkSafe Victoria                          | February 2021 - Present                                 |
| • Australian Institute of Building<br>(Student membership)                              | October 2021 - Present                                  |
| • Nation Association of Woman in Construction (NAWIC), Victoria<br>(Student membership) | October 2021 - Present<br>November 2018 – December 2029 |
| • Registered Architect   Council of Architecture, India<br>License No: CA/2018/98744    |                                                         |

## TECHNICAL SKILLS

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|-----------------------|-----------------------|-----------------------------|
| • Data build software | • Plan swift software | • Onsite companion software |
| • AutoCAD             | • Cost X              | • Build x act               |
| • Microsoft Project   | • Autodesk Revit      | • Microsoft Office          |
| • Google Sketchup     | • Adobe Photoshop     |                             |

## EXPERTISE

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- Eye for detail
- Pro- active
- Bill of Quantity
- Calculation of Costs
- Cost Analysis
- Cost checks
- Fast Lerner
- Team player