

Ajay Singh

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July 22, 2018

Dear Hiring Manager or Recruiter:

Please review the enclosed resume in connection with your open position. I believe you will find the qualifications, experience, and background you are looking for.

As the resume details, the focus of my expertise and professional experience in Architecture and Real Estate.

For your convenience, the following links (in combination with the *control* key) will take you directly to the designated sections:

[Objective](#)

[Software/ Technical skill](#)

[Academic Internship](#)

[Academic Projects \(2010-2015\)](#)

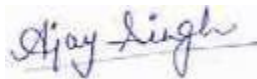
[Qualifications](#)

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If you would like to talk, please contact me at the email address/cell above. I would welcome the opportunity to discuss how I can help achieve your or your client's organizational objectives. And a sincere *thank you* for your consideration!

Sincerely,



Ajay Singh

Enclosure: Resume

Ajay Singh

Cell No.: +91-8826508931

E-mail: ajay.s113@gmail.com

Professional Highlights

- Analytical, enthusiastic and innovative with detailed Architectural experience in Real Estate.
- Strong knowledge of construction methods and detailing.
- Work effectively in a team, both as a leader and a team member, proven through successful group assignments at university and in current employment.

Software/ Technical skill

- Auto CAD
- Revit Architecture
- Google Sketch up & V-Ray (3D)
- Adobe Photoshop
- MS Power point , MS Excel , MS Word, Etc.

Career Summary

Organization : Signature global, Gurugram,Haryana.
Post : Deputy Manager (Architecture)
Duration : February 2018 to Present

Job Description

- Working with External Architects/ consultants to suggest and implement maximum extract of project potential.
- Preparing the layout plan (GFC) in conformance with the applicable rules and regulations.
- Working closely with the civil team to ensure adherence to norms.
- Adapting plans according to circumstances and resolving any problems that may arise during construction.

Organization : Paras buildtech,Gurugram,Haryana.
Post : Senior Architect
Duration : March 2016 to February 2018

Job Description

- Coordinate with related consultants about design & services.
- Regular Site Supervision/Visits
- Meeting with vendors & dealers for sample approval.
- Prepare feasibility reports and design proposals to the client.

Organization : Design Affairs, Pitampura, New Delhi
Post : Assistant Architect
Duration : February 2015 to March 2016

Job Description

- Working & Presentation drawings
- Site Supervision/Visit
- Meeting with Clients & contractors.
- Services Design/Details.
- Worked on a project from start to finish.
- Resolved issues that arise during construction.

Academic Internship

1. **Organization** : Prem Chaudhary and Associates (PCA), Delhi
Post : Assistant Architect
Duration : 4 Months (1st November 2013 to 31st March 2013)
 - Working & Presentation drawings
 - Interiors/Models
 - Site Supervision/Visit

2. **Organization** : Spatial decisions (SD), Greater Kailash, New Delhi

Client : State Urban Development Agency(SUDA),Chhattisgarh
Post : Assistant Architect & GIS Expert
Duration : 3 Months (06th August 2013 to 30th October 2013)
 - MIS on Excel Sheet
 - Micro Planning
 - Mapping/Site Visit
 - Rough Estimation & Costing.

Qualifications

- Bachelor of Architecture (B. Arch.) from Apeejay Int. of Tech, School of Architecture and Planning, Greater Noida, UP, March 2015.
- Higher Secondary School (HSC) from Kendriya Vidyalaya ,Naini,Allahabad, June 2008.
- Senior Secondary School (SSC) from Maharashi Vidya Mandir,Naini,Allahabad,June 2006.

Co – Curricular Activities

- Actively participated in LIK Trophy in our college (NASA, Year- 2011-12)
- Worked in Louis I Kahn Trophy. (NASA-2011)
- Worked in HUDCO Trophy. (NASA-2011 – 2012)
- Won the Silver medal in cricket and football match at college level & awarded certificate of merit in 2010-11
- Played cricket and football at National level from Kendriya Vidyalaya, Naini, Allahabad

Personal Profile

Father's Name : Shri Lal Mani Singh
Marital Status : Unmarried
Date of Birth : 12th March 1991
Hobbies : Interested in Sports, Travelling, Reading and Music.
Permanent Add. : 29/2, ITI Sandwa Colony, P.O - TSL Naini, Allahabad, UP – 211010

Date:

(AJAY SINGH)

Place: Gurugram, Haryana