



**SHASHI SAXENA**

**OBJECTIVE**

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A professional Architect with **18 years** of organizational and field experience in Low/High- Rise Architecture and Civil Construction/ Infrastructure, Planning, Programming, Execution and Finishing.

As an Architect with proficient expertise from Conceptual Planning, Approval Detail Planning, Designing, Resourcing of materials, etc. Planning & Execution, Supervision and Project Monitoring including daily progress reports.

Efficient at establishing and maintaining project documentation including correspondence, technical and progress reports.

Proficient communication & interpersonal skills with strong analytical, team building, problem solving and organizational abilities.

**PROFESSIONAL EXPERIENCE**

Designation	Office	Projects	Time Period
Self Employed	SPACE MANTRA	•Residential,commercial/Institutional&Industrial, Projects(Bhopal,Sagar,Tikamgarh,Raisen,Damoh etc Detailed Working drwgs, Structure Drwg for all above Projects	2009 to 2018
CADD Designer	Roughton International (UK), JV with Consulting Engineers Group Ltd., (Jaipur) Sagar (M.P).	Four Laning of National Highways, Jhansi – Lakhnadon Section (North- South Corridor)	11 th Dec 2006 to 2009
Self Employed	VASTU_SHREE	•Residential,commercial/Institutional&Industrial, Projects(Bhopal,Sagar,Tikamgarh,Raisen,Damoh etc Detailed Working drwgs, Structure Drwg for all above Projects	2004 to 2006
Training Officer	NODAL CENTRE SR Govt. Women’s Poly. College, Sagar(MP)	Interior Design Training Programme	19 <sup>th</sup> April 2004 to 30 <sup>th</sup> June 2004 28 <sup>th</sup> July 2003 to 29 <sup>th</sup> Sep 2003
Architect	ARCHIPLANS CONARCH	• Working drwgs, Structure Drwg for Residential, Industrial & Commercial.	1 <sup>st</sup> Jan 2002 to 31 <sup>st</sup> July 2002 1 <sup>st</sup> July 2001 to 31 <sup>st</sup> Dec 2001
Architect	ARCONS	• Residential • Temple Complex	Feb 2001 to May 2001

## **KEY DELIVERABLES**

### **• Project Planning & Management**

- Managing overall operations for executing projects related to the construction of all sorts, Mass Housing, Township Programming, (Houses, Infrastructure: Roads, Culverts, Drainage, public amenities, entertainment forums, Horticulture).
- Looking after various matters related to Existing Multi-Storied/ Single Storied structure, PreEngineered Building Systems, Tower Structure Planning, Low Cost Housing Systems, etc.

### **• Interior planning & Designing**

- Analyzing the client's needs and goals
- Scope of Work including Over all analysis of the dimensions and positional conditions of the site, type of Interior fashion, (colonial, modern)
- Acoustics wall space configuration: Single Stud Walls, Double Stud Walls, on separate plates,
- Furniture, Flooring, finishes like walling, ceiling, Lighting, Flower & Fauna, • Developing concepts in external face, interior detailing & integrating same with structural finish.
- Integrating findings with knowledge of interior design, economic trends as well as legal and regulatory requirements
- Planning interiors & furnishing private homes, apartments, corporate offices, malls and commercial establishments such as offices/ showrooms.
- Responsible for drafting- perspective drawing, elevation and floor plan.
- Formulating design concepts that are functional, fiscally appropriate and aesthetically pleasing
- Reviewing and evaluating construction during implementation and coordinating the completion of the project with a consultant team.
- Drainage And Sanitation:
- Sanitary fitting, Plumbing, Area water supply, Internal supply.

### **• Site & Construction Management**

- Anchoring on-site construction activities to ensure completion of project within the time & cost parameters and effective resource utilization to maximize the output.
- Review and technical analysis of engineering drawings, technical specifications, cost estimates for change orders, review & analyze contractor's change order proposals & submittals.
- Working with advanced construction techniques as, Reinforced concrete which is composite construction of steel and concrete has helped in building large structures. Reinforced Galvanized Steel, aluminum, glass, plastics, glazed tiles, vitrified tiles, parquet flooring, state of the art Interior, modern construction methods comprising of Deck Slab Casting, , ACP , Pre-fabricated Glass Projection panels/ Structural Glazing, Rich Mortar Casting,
- Inspecting field sites to observe and evaluate condition and operability of facilities and structures.

## PROFESSIONAL TRAINING

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As professional Training I was involved in Preparation of Residential, Working drwgs, Structure Drwg for residential, Industrial Design & Development of residences, offices commercial complexes, institutional projects.

### **UNDER:**

**Ar, Shashikant V, Deshmukh (Architect) Thane (W) Maharashtra**

Trainee (Under Graduate) Jan 2000 – April 2000

## ACADEMIC EXPERIENCE

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- I** Assistant professor on Contract Basis in Department of Architecture & Planning in **MANIT Bhopal** from **4<sup>th</sup> August** 2011-12, 2012-13, 2013-2014, 2014 -2015.2015-2016, 2016-2017 **till 20<sup>th</sup> Dec** 2017-2018
- II** Guest Faculty in Department of Architecture, Sahodra Rai Govt. Women's Polytechnic, Sagar (M.P) for the session 2002-03, 2003-04, 2004-05, 2008-09,2009-10, 2010- Dec. 2010 & Jan.2011- May 2011.
- III** Visiting lecturer in Department of Architecture, Govt. Women's Polytechnic, Bhopal (M.P) for the session 2001-02
- IV** Visiting lecturer in Department of Interior Decoration, Govt. Women's Polytechnic, Bhopal (M.P) for the session 2001-02.

## ACTIVITIES AND ACHIEVEMENT

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**Awards:** **Best Thesis Award** for LIC Divisional Office Building, Bhopal (emphasis on interior), 2000.

### **Volunteering Experience :**

- One of **the Judge** in Inter- Polytechnic Technical Talent Showcase(Competition)In Architecture and Interior Design Department , Govt Women's Polytechnic Bhopal ,**dated 25<sup>th</sup> April 2018**
- Sahodra Rai Govt.W.Poly.Sagar Expert Lecturer From:5/11/11 to 7/11/11
- Sahodra Rai Govt.W.Poly.Sagar Expert Lecturer From:10/11/11, 12/11/11and 13/11/11
- Sahodra Rai Govt.W.Poly.Sagar Expert Lecturer From: 19/11/11and 20/11/11

## ACADEMIC QUALIFICATION

<b>Post-Graduation Diploma in Infrastructure Management (March 2018)</b>	MITSDE Pune (Ongoing)
<b>PhD Architecture (July 2013)( 4 SRPC)</b>	MANIT, Bhopal ( <b>Ongoing</b> )
<b>M.C.M. (Master's in Computer Mgmt.)</b> (July 2002- Feb 2004)	Crescent Institute on Mgmt., Barkatullah University, Bhopal, First Class with 62.25. %.
<b>B. Arch. (Architecture)</b> (July 1996- June 2000)	National Institute of Technology, (Deemed University) Raipur, First Class with <b>75.06 % ( Hons)</b>
<b>D. Arch. (Architecture)</b> (July 1993- June 1996)	Govt Womens Polytecnic Bhopal First Class with <b>72S.33 % ( Hons)</b>
<b>Sr. Secondary</b> (April 1991- March 1992)	Senior Secondary School, MP Board, Bhopal, Madhya Pradesh First Class with 64.4%

## SKILLS

<b>1 Software Proficiency :</b>	AutoCAD, Sketch Up, MS Office, Photoshop
<b>2 Language Proficiency :</b>	English and Hindi
<b>3 Personal Skills :</b>	Harmonious, Attentive, Strong-minded and Positive

## SEMINARS/WORKSHOPS/PAPER PRESENTATION

- Paper Presentation in National Seminar on “**Importance of Green Building in Smart City**”-Scope & Challenges, **Sagar (MP) dated 19<sup>th</sup> May 2018**
- One Day IIID “DESIGN Indian Institute of Interior 06/02/2017 07/02/2017 YATRA” on Smart City Designer, Bhopal Intervention
- One Day Tribal Workshop for Students MANIT, Bhopal 23/10/2016
- One day Work shop on Autodesk Autodesk - REVIT MANIT 23/09/2016
- One day Work shop on “Clay Modelling “ MANIT 25/09/2014

## ADMINISTRATIVE EXPERIENCE

Organization	Post	Nature of Responsibility	Duration		Experience		with teaching/ Research experience Yes/ No
			From	To	Y	M	
Dept. of Arch & Planning MANIT	Lab. Incharge	Climatology Instrument Handling	Feb 2015	May 2017	01	06	Yes
Dept. of Arch & Planning MANIT	Vaastu & Vedic Foundation Society	Member	2015		01		Yes
Dept. of Arch & Planning MANIT	Mgmt Team Member	Council Visit Mgmt Team	2016			06	Yes
MANIT Dept. of Arch & Planning MANIT	Co-Cordinator	Stock Verification	2016			02	Yes
Dept. of Arch & Planning MANIT	House Invigilation	Smooth Conduction of Examinations	2016			06	Yes
Dept. of Arch & Planning MANIT	Co-Incharge	Making Time table	Jan 2017	June 2017		06	Yes
Dept. of Arch & Planning MANIT	Mgmt Team Member	Niasa	Aug 2017				Yes

## PERSONAL DETAILS

**Gender:** Female  
**Nationality:** Indian  
**Date of birth:** 19/02/1974  
**Marital Status:** Married

## REFERENCES

Asso.Prof. Swasti Sthapak Dept. of Architecture. NIT, Raipur (Chhattisgarh) .  
swasti.sthapak@yahoo.com

Asso.Prof. (Dr) Jagdish Singh Dept. of Architecture & Planning MANIT, Bhopal  
jagdishsinghj@gmail.com

## DECLARATION

I, the undersigned, hereby testify that the above said information is true to the best of my knowledge and belief.



**SHASHI SAXENA**