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| **Jincy Rajan**  +97433224727  jincylbs@gmail.com  Al Wakra Qatar | Summary  Talented Architectural Drafter and interior designer with 12years of experience working on 2D drawings for multiple types of commercial projects including villas and apartments, hospitality multi-family senior living institutional office and industrial buildings. Detail-oriented self-starting professional continuously researches and adopts new technologies to improve drafting skills. Comfortable working directly with engineering staff sales staff and clients to produce drawings and budgets from sketches existing drawings and electronic images. Relative Interior Design with a strong background in project management, space planning, and computer-aided design, seeking to take next career step with a respected design firm focused on creating world-class hospitality and living spaces. Proven success in leading multifunctional teams to achieve project goals and achieving a high-degree of client satisfaction.  Successful Design Consultant adept at managing large-scale commercial interior projects and high-end residential homes.  Skills   |  |  | | --- | --- | | * AutoCAD * ARCHICAD * 2D drawings * Drafting skills * Engineering * Client relations * Troubleshooting * Budgeting * Team management * Project management * Materials billing * Archicad proficiency * Space planning * Photoshop * Basics of 3ds max * Architectural layout drawings * Interior Architectural Detailing * Interior design | * Color and material application * Marketing support * Drafting * Space Planning * CAD Drafting * Adobe Photoshop * Project Management * Budget Management * Vendor Sourcing * Product selection * Structural details * Interior and hospitality design * Consulting * Team leadership * Vendor and client relations * Space planning and utilization * Helping marketing teams technically * Purchase products as per the site condition |   Experience  Senior Interior Designer Trivandrum, Kerala  LIFESTYLE KITCHEN AND INTERIORS/ Jan 2012 to Jan 2021   * Interior and Hospitality Design * Consulting * Team Leadership * Vendor and Client Relations * Project Management * Space Planning and Utilization * Helping marketing teams technically * Helps to purchase products as per the site condition * Provided complimentary in-home consultations to prospective clients to gather ideas and promote design services. * Developed interior design concepts and prepared interior systems and finishes. * Maintained accurate specifications for each project. * Reviewed project costs, budgets and adherence to schedules. * Selected furniture, light fixtures and accessories to create unique and inviting rooms to meet customer vision. * Designed floor plans, elevations, and 3D perspective views and material boards for both in-house review and presentation to client. * Implemented client needs from schematic design to construction document phase and installation. * Created custom design boards with attention to detail for visual representation, including samples of fabrics, wall finishes and flooring. * Visited home sites when necessary to assess and fulfill customer needs. * Researched concepts and followed industry trends to provide knowledgeable insight to clients. * Assisted clients successfully by choosing furnishings consistent with preferences and budget. * Used 3D software to allow customers to clearly visualize completed projects, creating "wow effect." * Created professional presentations to creatively communicate design intent and direction. * Collaborated closely with customers, adjusting plans to satisfy client needs and requirements. * Produced content for material boards and specification binders for presentation and construction. * Used natural and artificial lighting strategies to highlight features and areas of rooms. * Provided information about available color palettes and helped select colors that reflected client personality and goals. * Expertly sourced fabrics and carpets to meet customers' expectations and budgets. * Gave clients information about strategies to keep spaces fresh and inviting. * Coordinated movers and assistant stylists to complete project installations and styling. * Photographed completed interior design and staging projects to promote services and grow business.   ARCHITECT ASSISTANT Bangalore, Karnataka  BCIL/ Jan 2008 to Jan 2011   * Draft and prepare architectural layout drawings * Produce draft designs and diagrams from sketches * Prepare drawings and diagrams for audiovisual devices and installation * Calculate dimensions and allowances with accurate precision * Revise drawings and layouts to accommodate changes * Maintain a centralized data repository of equipment and material * Added structural details to architectural plans from knowledge of building techniques * Drafted detailed drawings of structures, specifying dimensions and materials needed. * Created oral and written presentations for project designs and proposals. * Collaborated with builders to confirm construction conformed to drawings and designs. * Interacted with clients to provide timely and relevant status updates. * Initiated promotional activities, contracted with clients and supervised business development and proposal development. * Crafted new organizational procedures for incorporating details into BIM modeling projects. * Drafted design objectives and system design documents. * Supervised team of project architects and CADD technicians throughout entire project. * Monitored design processes from conceptual phase through construction. * Discussed design specifications and procedures with project manager, engineering team and construction manager. * Monitored internal financial budgets to measure against projections. * Gathered and sorted data for inclusion in reports and files.   TUTOR Bangalore, Karnataka  CADD CENTRE/ Jan 2005 to Jan 2008   * Teaching engineering and architectural Designing software like AutoCAD ,Archicad ,Photoshop and basics of 3ds max   Education and Training  Bachelor of Technology: Civil Engineering  LBS Institute Of Technology For Women May 2024  Trivandrum, Kerala, India  Diploma in Civil Engineering  Noorul Islam Polytechnic College June 2006  Tamil Nadu  Areaofexperience   * Client relations * Troubleshooting production issues * Budgeting * Team management * Residential and Non-residential design * Project management * Materials billing * CAD Technology * Proficiency with Archicad   Personal Information   * Passport Number: SR3087667 * Date of Birth: 10/10/85 * Nationality: Indian   Languages  English, Malayalam, Hindi and Tamil  Languages   |  |  |  | | --- | --- | --- | | **Malayalam**: First Language | | | | **English**: B1    Intermediate |  | **Tamil**: B1    Intermediate | | **Hindi**: A2    Elementary | |