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| `**Jincy Rajan**+97433224727jincylbs@gmail.comAl Wakra Qatar  | SummaryExperienced Architectural Drafter & Interior Designer with 12+ years in commercial/residential projects, adept in 2D drafting & space planning. Eager to contribute to a top design firm with advanced AutoCAD skills, project management expertise, and a track record of client satisfaction.Skills

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| * AutoCAD
* ARCHICAD
* 2D drawings
* Interior Architectural Detailing
* Drafting skills
* Client relations
* Basics of 3ds max
* Architectural layout drawings
* Team management
 | * Color and material application
* Adobe Photoshop
* Budget Management
* Product selection
* Structural details
* Space planning and utilization
* Purchase products as per the site condition
* Project management
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ExperienceSenior Interior DesignerTrivandrum, Kerala LIFESTYLE KITCHEN AND INTERIORS/ Jan 2012 to Jan 2021 * Interior and Hospitality Design
* Consulting
* Team Leadership
* Vendor and Client Relations
* Project Management
* 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.
* 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.
* Produced content for material boards and specification binders for presentation and construction.
* 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.

ARCHITECT ASSISTANTBangalore, 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.

TUTORBangalore, 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 TrainingBachelor of Technology: Civil Engineering LBS Institute of Technology for Women May 2024 Trivandrum, Kerala, India Diploma in Civil Engineering Noorul Islam Polytechnic College June 2006Tamil 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

LanguagesEnglish, Malayalam, Hindi and TamilLanguages

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| **Malayalam**: First Language  |
| **English**: B1 Intermediate  |  | **Tamil**: B1 Intermediate  |
| **Hindi**: A2 Elementary  |

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