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| `  **Jincy Rajan**  +97433224727  jincylbs@gmail.com  Al Wakra Qatar | Summary  Experienced 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   |  |  | | --- | --- | | * 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 |   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 * 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 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 | |