

AISWARYA SREYAS

Architectural Draftsman



CONTACT

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📍 Qatar

EDUCATION

- **BACHELOR OF ARCHITECTURE (B.ARCH) (2017)**
CALICUT UNIVERSITY
- **DIPLOMA IN OFFICE ADMINISTRATION**
- **PLUS TWO (2012)**
GOVT. HSS VALAPAD
- **SSLC (2010)**
ST. ANNE'S GHSS, EDATHIRUTHI

PASSPORT DETAILS

- Nationality : Indian
- Passport No : T8897708
- Visa status : RP Visa

SOFTWARE SKILLS

- Auto Cad
- Sketch up
- Photoshop
- V Ray
- MS Office
- Revit Architecture
- Canva Design
- MS Office 365 Tools
- Google Workspace Tools
- Adobe Acrobat Reader and PDF Management

PROFESSIONAL SUMMARY

Results-driven architect with expertise in architectural design, project coordination, and construction planning. Proficient in AutoCAD, Revit, SketchUp, and other industry-standard software for developing technical drawings and 3D models. Skilled in space planning, material selection, and site analysis while ensuring compliance with building codes and regulations. Strong ability to manage multiple projects, collaborate with engineers and contractors, and deliver innovative design solutions. Committed to creating functional, sustainable, and aesthetically appealing architectural designs.

WORK EXPERIENCE

Architectural Draftsman

UNIQUE TRADING & CONTRACTING, QATAR | NOV 2024 – PRESENT.

- - Prepared and developed detailed shop drawings, joinery details, and as-built documentation using AutoCAD
- Designed and modified interior layouts and 3D perspectives for commercial, retail, and residential projects in Sketch up
- Prepared and reviewed material submittals, ensuring compliance with design intent and project specifications.
- Collaborated with project managers, consultants, and site engineers to coordinate drawings and site execution.
- Created and presented concept designs, mood boards, and material selections to clients for approvals.
- Attended site inspections and technical meetings to resolve design and execution issues.
- Prepared material take-offs, calculated quantities from IFC drawings, and generated BOQs for procurement and cost planning.
- Analyzed project specifications, scope of work, and tender documents for cost estimation and bid preparation.
- Conducted value engineering to reduce project costs while maintaining quality and design integrity.
- Monitored project progress, prepared variation orders, and supported claims and change requests.
- Ensured all architectural and interior details complied with local authority regulations and standards.
- Coordinated with MEP teams to avoid clashes and integrate services in architectural spaces.
- Supported the procurement process by providing accurate material requirements and assisting with supplier evaluations.
- Conducted regular site visits to ensure execution matched approved drawings and specifications.
- Prepared final accounts, assisted with project handover documentation, and ensured all records were updated.
- prepared SNAG for the projects and varified
- Prepared BOM and Coordinated with Procurement team
- Prepared and Reviewed Manpower schedule, Work Schedule and all work reports

SKILLS

- Architectural Design and Drafting
- AutoCAD, Revit, and SketchUp Proficiency
- Construction Planning and Coordination
- Space Planning and Interior Layouts
- Building Codes and Regulatory Compliance
- 3D Modeling and Rendering
- Site Analysis and Feasibility Studies
- Project Management and Budgeting
- Material Selection and Specification
- Consultant and Contractor Coordination
- Sustainable and Green Architecture
- Technical Drawing and Documentation
- BOQ Preparation and Cost Estimation
- Procurement and Vendor Management

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

ARCHITECTURAL DRAFTSMAN

ALGHANIM INTERNATIONAL TRADING & CONTRACTING, QATAR | NOV 2022- OCT 2024

- Developed and prepared comprehensive technical drawings and plans using AutoCAD.
- Updated and modified existing designs to reflect changes and project requirements.
- Reviewed and interpreted project specifications, ensuring compliance with design standards.
- Organized and maintained architectural documentation and drawing files.
- Created detailed scale plans based on initial sketches, engineering calculations, and specifications.
- Designed and planned interior layouts for commercial buildings using CAD software.
- Prepared tender and contract documents, including bills of quantities, in collaboration with the chief architect.
- Conducted cost analysis for repair and maintenance project work to ensure budget efficiency.
- Reviewed and updated consultant drawings to comply with Qatar Energy (QE) standards.
- Resolved design and construction challenges by adjusting architectural plans.
- Maintained and updated project status logs for QE.
- Modified joinery details and material specifications as per project requirements.
- Developed architectural designs considering client needs and environmental impact.
- Prepared project specifications while ensuring adherence to budgets and regulations.
- Conducted site visits to monitor progress and provided reports to stakeholders.
- Attended weekly meetings with the design team and management for progress updates.

ARCHITECTURAL DRAFTSMAN

SKYLONA DESIGN & CONTRACTING, QATAR

MAR 2019 – NOV 2022

- Led architectural design projects and provided reports to the Manager.
- Conducted client meetings to discuss project goals, budgets, and design specifications.
- Ensured compliance with industry standards and regulatory requirements.
- Adapted architectural plans to accommodate project modifications and challenges.
- Managed projects from concept to completion, ensuring functional and innovative designs.
- Prepared feasibility reports and design proposals based on client requirements.
- Conducted site visits to assess project progress and provided detailed reports.
- Collaborated with consultants and subcontractors to streamline project execution.
- Represented the company in client meetings when necessary.

ARCHITECT

CHANDY CONSULTANTS, KERALA - INDIA | AUG 2017 - FEB 2019

- Designed residential, commercial buildings, auditoriums, and schools.
 - Developed detailed architectural drawings for various construction projects.
 - Created 3D visualizations for residential and commercial buildings.
 - Prepared electrical and plumbing layout drawings in compliance with project specifications.
 - Conducted site analysis and coordinated project activities on-site.
 - Reviewed and modified drawings to align with Issued for Construction (IFC) and tender requirements.
 - Estimated material quantities for procurement based on project specifications.
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FACULTY OF ENGINEERING

Whereas it has been certified by duly appointed Examiners that

Aiswarya C.Sunil

is qualified to receive
the Degree of Bachelor of Architecture (B.Arch.)
(Ten Semesters),
she having been placed in **Second Class**
at the Examination held in
April 2019 (Reg.No. DGAMEBC001)
(X Semester passed in **July 2017**)

The Senate of the University of Calicut hereby confers on her
the Degree of

Bachelor of Architecture

with all the Rights, Privileges and Honours thereunto appertaining.
Given under the seal of the University



Vice - Chancellor

Digitally signed by Dr M K JAYARAJ
Date: 29/12/2020 10:29:57 AM



CALICUT UNIVERSITY P.O.
Kerala, INDIA
PIN - 673 635
29/12/2020
Date

No. 0907221