

RESUME

Jyoti Arya

Interior Designer & Consultant

+91-8826646676

jyoti.arya222@gmail.com

SUMMARY

Interior Designer & Consultant with around 5 years of working experience. Finished more than 50 residential / commercial interiors with a very positive feedback from clients. Looking forward to work with a company that will give me a platform to use my expertise and skills for mutual growth & benefit of company and myself.

SKILLS

- Proficient in AutoCAD
- Creative design
- Expert in Residential projects
- Graphic presentations
- Colour and material Selection
- Space planning
- Self-motivated professional
- BOQ Preparation
- Tender Preparation
- Client meeting and discussion
- Estimation Preparation
- Coordination with Site supervisor
- Final Bill Preparation

EXPERIENCE

PropChamps, Gurgaon

(August 2016 to Present)

Interior Designer and Consultant

- Successfully resolved complex technical design issues.
- Collaborated closely with customers, adjusting plans as needed to satisfy client needs and requirements.
- Assisted clients successfully by choosing furnishings consistent with preferences and budget.
- Expertly sourced decorative materials to meet customers' expectations and budgets.
- Understand Client/Customer requirement & co-create designs.
- Guide customers on material selection.
- Create designs in AutoCAD application.
- Coordination with subcontractor for the follow-up of site schedule (Planning).
- Coordination of project with client and site supervisor.
- BOQ Preparation.
- Resolve customer complaints by coordinating with site supervisors & workshop.
- Develop layout & design options.
- Sketch preliminary design layout plans, including electrical layouts.
- Materials purchasing for site requirements.
- PO generated for contractors.

S.K.Interior, New Delhi

(March 2014 to July 2016)

Interior Designer

- Developed interior design concepts and prepared interior systems and finishes.
- Understand Client/Customer requirement & co-create designs.
- Guide customers on material selection.
- Create designs in AutoCAD application.
- Ensured that the project vision and design intent were reflected.
- Performed duties effectively and without supervision.
- Created graphic materials for company website.
- Materials purchasing for site requirements.

EDUCATION QUALIFICATION

- B.sc (Interior designing) from NIILM University, Kaithal (Haryana) in 2013.
- Certified AutoCad Professional.

PERSONAL PROFILE

- Full Name : Jyoti Arya
- Husband Name : Pratik Kumar
- Present Address: Tathawade, Pune