

MALVIKA BHALLA

intern (Interior designer)

Phone: 09811732008

Email: malvika.bhalla@gmail.com

Address: royal residency apts ,flat no-622, plot-5,sector-9 dwarka

SKILLS (TECHNOLOGY / FUNCTIONAL)

2D AUTOCAD, 3D AUTOCAD, 3DS MAX,
PHOTOSHOP, INDESIGN, ILLUSTRATOR,

Team work ●●●●●●●●●●

Co ordination skills ●●●●●●

Key note, microsoft excel ●●●●●●

SHORT SUMMARY / INTRODUCTION

Seeking design assignments in the field of interior design in a growth oriented organization.

EDUCATION

Diploma in interior designing ► Venkateshwar international school, raffles millenium international

Jun 2013 – Jun 2016

PROFESSIONAL ENHANCEMENTS

Certifications

- Received a certificate for attending and completing the workshop in Auroville
- Recieved a certificate for participating in a workshop held by raffles millenium for the basic understanding and development of key design elements and brainstorming secession

Courses

Attended a workshop in Auroville for sustainable development

EXPERIENCE / INTERNSHIP

intern ► Paras buildtech pvt ltd

Feb 2017 – Oct 2018

- Co ordinating with clients , architects and site mangers and vendors
- making presentation for selection purpose.
- completing paper work and co ordinating with internal staff for necessary documents.
- Doing frequent site visits for smooth working and decision making for pending work
- organising the delivery schedule and co ordinating with site manager for execution
- Finalisation and negotiation with vendors.

PROJECTS

Chhattarpur farms

- Co ordinating with clients , architect and site mangers.
- making presentation for selection purpose.
- completing paper work and co ordinating with internal staff for necessary documents.
- Doing frequent site visits for smooth working and decision making for pending work
- Co ordinating with architect for issue of new and revised GFC's
- Getting all sample approved from the client and co ordinating in case of change

- Maintaining and updating delivery sheets, budget sheet, pending items for approval list

Ghitorni farms

- Co ordinating with clients , architect and site mangers.
- making presentation for selection purpose.
- completing paper work and co ordinating with internal staff for necessary documents.
- Doing frequent site visits for smooth working and decision making for pending work
- Co ordinating with architect for issue of new and revised GFC's
- Getting all sample approved from the client and co ordinating in case of change
- Maintaining and updating delivery sheets, budget sheet, pending items for approval list

Paras quartier club

- Co ordinating with clients , architect and site mangers.
- making presentation for selection purpose.
- completing paper work and co ordinating with internal staff for necessary documents.
- Doing frequent site visits for smooth working and decision making for pending work
- Co ordinating with architect for issue of new and revised GFC's
- Getting all sample approved from the client and co ordinating in case of change
- Maintaining and updating delivery sheets, budget sheet, pending items for approval list