

Name: PALAK TODI

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### CAREER OBJECTIVE

To effectively apply assimilated knowledge and skills with professional association in a growth-oriented organization with determination dedication and discipline, thereby aligning the organizational objectives with personal career growth.

### ACADEMIC QUALIFICATION

PROGRAMME	BOARD/UNIVERSITY	INSTITUTE	YEAR OF PASSING	PERCENTAGE
MBA (specialization in finance)	MUMBAI UNIVERSITY	NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES	2020	75%
BBA (specialization in finance)	AMITY UNIVERSITY OF UTTAR PRADESH	AMITY UNIVERSITY (LUCKNOW)	2016	85%
X11	CBSE	SUNBEAM LAHARTARA	2013	77.6%
X	CBSE	SUNBEAM LAHARTARA	2011	9.4 (CGPA)

Diploma in Professional Interior Designing course from I NIFD Mumbai in 2019.

Awarded a Scholarship to attend a one-month residential Interior Styling course at London School of Trends, 2019.

### WORK EXPERIENCE

Company: VK Designs (Mumbai)

Designation: Interior Designer

Period: 8<sup>th</sup> January 2020 to 15<sup>th</sup> April 2020

Responsibility Undertaken:

- Dealing with clients understanding their needs and sketching design plans as per client goals.
- Selection of material and sourcing of products and determining of the budget.
- Site measurement
- Inspecting construction to ensure alignment with design and handle contractors, vendors and suppliers.

Company: RITZ Incorporates (Varanasi)

Designation: Intern Interior Designer

Period: 12<sup>th</sup> September 2019 to 24<sup>th</sup> December 2019

Responsibility Undertaken:

- Site measurement
- Making Presentation and Mood Board
- Supervising team and making drawings for the residential projects and inspecting construction to ensure alignment with design
- Handle contractors, vendors and suppliers

Company: Plus One Interiors

Designation: Intern Interior Designer

Period: 1<sup>st</sup> May 2019 to 30<sup>th</sup> June 2019

Responsibility Undertaken:

- Site measurement and making drawings for high end luxury residential projects.
- Co-ordinate with team, clients and external consultants right from concept to site execution to finishing and handover.
- Making presentation and mood board and assist in material selections vendor and contractor management.
- Preparing BOQ and bill checking

#### CAREER AWARDS AND RECOGNITION

- Gold medalist in B.B.A
- Qualified to design the set for Lakme Fashion Week through a set designing contest organized by IMG reliance, 2018
- Qualified to assist as an intern in set designing at Pune Fashion Week 2017

#### EXTRA CO-CURRICULAR ACTIVITIES

- Worked with an NGO “UMEED”
- Event Coordinator at sponsorship cell I NIFD Mumbai
- Vice Coordinator of Business Management Department of Amity University

#### TECHNICAL SKILLS

- MS OFFICE (Word, Excel and PowerPoint)

- AUTOCAD
- GOOGLE SKETCHUP
- V-RAY
- INTERNET SAVY
- COMPUTER APPLICATION

### PERSONAL SKILLS

- Drive to exceed expectations coupled with good comprehension of financial markets.
- Systematic and organized with personal and presentation skills
- Quick decision-making ability and ability to resolve issues
- Quick learner and self-motivated
- Good communication skills

### PERSONAL DOSSIER

Date of Birth: 26<sup>th</sup> August 1994

Permanent Address: Plot no.43 Sant Raghuvar Nagar Colony, Sigra Road, Varanasi.

Linguistic proficiency: English and Hindi

Hobbies: Travelling, socializing, cooking

I hope that my aspiration will find a suitable opening to develop a long-term relationship with your organization.

