



Sanjana Nair

Associate consultant

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Languages

English

About

With a project management and design background, I have honed skills in collaboration, planning and execution that transfer well to the dynamic retail environment. My experience includes client advising, stock control, complaint handling, and order preparation, all crucial for effective retail roles.

BRANDS WORKED WITH

- Architect Hafeez Contractor
- COLLIERS, BOSTON CONSULTING GROUP
- Edifice Consultants
- Language.Architecture.Body
- TALATI & PARTNERS

Experience

● Associate Consultant

COLLIERS, BOSTON CONSULTING GROUP | Apr 2023 - Jun 2023

- Project: BCG Corporate Office Corporate Fit-Out
- Fostered collaboration with stakeholders for a comprehensive Technical Due Diligence report and conducted a study on Workplace Strategy Standards achieved for Phase 1 of project.
 - Devised Logistics Plan for Phase 2 of project for an operational office focusing on minimizing disruptions to employees by scheduling operations during non-functional periods caused by site work.
 - Formulated the Project Execution Plan and Integrated Design Schedule, considering both client milestones and internal deadlines.
 - Maintained drawing registers, reviewed design team drawings, and played a key role in enhancing technical quality of design deliverables.
 - Coordinated and led design workshops to encourage discussions and resolve project disputes. Prepared formal timetables and agendas to ensure productive sessions. Organized and led weekly design meetings with stakeholders to review new drawings and monitor Design Schedule progress. Documented and issued minutes of project workshops and meetings.
 - Implemented procedures such as Request for Information to streamline information gathering process.



● Architect

Language.Architecture.Body | Apr 2021 - Feb 2023

- Project: The Bombay Canteen Restaurant- Hunger Inc Hospitality
- Collaborated with client, contractor, consultants and branding agency to ensure strategic execution of award-winning project in 15 days. Developed construction documents, execution schedules and detailed budgets.
 - Prototyped bespoke design elements with technology and process.
- Project: Veronica's Diner - Hunger Inc Hospitality
- Mitigated potential risks and delivered project within stipulated time and budget.
 - Conceptualised the layout, design theme and material palette. Developed construction drawings and project schedule. Project: Raghavan House Residential
 - Designed and generated construction drawings for a home in rammed earth construction.
 - Navigated through regional scope of contractors, MEP, landscape consultants and vendors. Project: Thadani House Residential
 - Planned, designed and managed a team of 4 designers for development of tender drawing package and BOQ.

● Summer Intern

Edifice Consultants | May 2019 - Jun 2019

- Visualised and modelled conceptual design for an office building project in Mumbai.
- Drafted construction drawings for an airport project in Punjab.



- **Intern**

TALATI & PARTNERS | Dec 2018 - Apr 2019

- Produced construction drawings and details for residential projects in Mumbai, Delhi and Dubai.
- Co-ordinated with consultants to create skylight, canopy and façade lighting drawings.



- **Summer Intern**

Architect Hafeez Contractor | May 2018 - Jun 2018

- Planning and development of parking layouts for a residential project.
- Provided construction drawings for a university campus and presentations for a township project.

Education & Training

2023 - 2024

- **University College London**

MSc Construction Economics and Management,

2015 - 2021

- **University of Mumbai**

Bachelor of Architecture,