

☎ 0651-2970775 (Office)

DESIGN CREATION

Architect & Urban Planner

Ref No. DC/2021

Date 25/09/2021

TO WHOMSOEVER IT MAY CONCERN

This is to hereby certify that Miss Rashmi Jena was working as a full time employee at our company, Design Creation, since 14th August 2017, to 25th September, 2021.

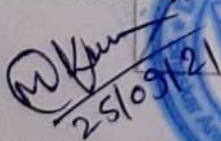
She was appointed as an Assistant Architect. So far, in her employment, she has displayed a varied skill set in both the theoretical as well as the practical knowledge of work requirements. During this period, she has worked on various residential, commercial, institutional, mixed use projects and the scope of work includes, presentation drawings, service drawings, working drawings, 3d views. She has sincerely contributed to the office work. During her tenure, she worked on different modules of company projects and demonstrated good skills in AutoCAD, SketchUp, MS Office, Photoshop, VRay.

Her exemplary organizational and interpersonal skills have played a major role in the efficient handling of each and every project undertaken by her in the company. On the basis of which, she got promoted and has been working as a Senior Architect, since 1st November, 2019, to 25th September, 2021.

She was diligent and successfully met the objectives that were set at the beginning of the project. She also assisted in technical documentation and modification. She demonstrated good designing skills with a self-motivated attitude to learn new things. Her immense creativity, hardworking nature, and enthusiasm are sure to make her an invaluable asset to any organization she associates herself with in the future.

On behalf of our company, I hereby take this opportunity to wish Miss Rashmi Jena the very best in all her future endeavours.

Yours sincerely,


25/09/21

(MANOJ KUMAR)

Principal Architect,

Design Creation,

Ranchi, Jharkhand.

Services ♦ Architectural ♦ Structural ♦ MEP ♦ HVAC ♦ Interior ♦ Urban Planning

4th Floor, Bhaskar Anirudh Complex, Jail More, Karamtoli Road, Ranchi- 834001
E-mail: designcreation2000@gmail.com, Web: www.designcreationarchitect.com



Date: 16th September 2023

WORK EXPERIENCE

This is to certify that Ms. Rashmi Jena has worked as an Project Architect at Team3, New Delhi from 11th October 2021 to 16th September 2023.

During this period she has worked on the following projects:

List of Projects:

Ritz Carlton, Samalkha Village, New Delhi

Commercial Development at Siliguri, West Bengal

Hamdard Administration Office, Okhla, New Delhi

IWPL SCO Ludhiana, Punjab

During her tenure at Team3, Rashmi has worked on multiple projects. She has worked on project stages like Pre-Concept, Concept Design, Sanction, Tender, Design Development, Schematic Design & Construction Documentation. She has been responsible for coordination with Client, Consultants, PMC, Site Team, Contractors & Vendors.

Rashmi has successfully carried out her responsibilities and has been an important member of her team. She is competent, diligent and hardworking. We wish her all the success and best wishes for her future.

Sanjay Bhardwaj



Partner