

# Karthik Guruchannabasappa

**Address:** 8 Perrett St, Grovedale, VIC | **Mob:** 0452439916 | **Email:** [ar.karthikguru@outlook.com](mailto:ar.karthikguru@outlook.com)

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## Graduate Project Admin / Coordinator

A collaborative professional with 3 years of experience as a project admin and an architect within fast-paced construction environments, with a strong foundation in construction processes, architecture, construction design, and project documentation and cost control across Australia and India. Offering expertise in architectural drafting and project coordination, ensuring the seamless integration of design intent with practical, compliant, and sustainable construction outcomes. Proven capabilities across site supervision, contractor management, procurement, and regulatory compliance, with a track record of delivering projects valued up to AUD 600,000 within scope, budget, and timeline constraints, and in alignment with industry standards and client specifications

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### Education

- **Deakin University** **Geelong, VIC**  
Master of Construction Management March 2023 – February 2025
  - **Siddaganga Institute of Technology** **Tumkur, India**  
Bachelor of Architecture August 2016 – July 2021
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### Key Competencies

- Project Planning and Scheduling, Procurement Coordination, Document Control, Quality Management, Risk Management, Stakeholder Engagement, Time Management, Organisational abilities, and OHS Standards and Regulatory Compliance.
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### Technical Skills

- Microsoft Office Suite, Primavera P6, AutoCAD, SketchUp, Adobe Suite, Revit, and CostX.
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### Professional Registration

- Registered Architect, Council of Architecture, India.
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### Employment History

#### **Retail – Customer Service Representative** **May 2023 – March 2026**

*Reddy Express, Anglesea, VIC.*

- Processed transactions, maintaining 100% cash drawer balancing accuracy and adherence to all store policies and procedures, including data entry and file management, while demonstrating superior point-of-sale expertise.
- Maintained product presentation by arranging merchandise displays, ensuring adherence to shelf standards, and keeping the store organised, upholding 100% compliance with visual merchandising guidelines.

#### **Internship – Project Admin**

**June 2024 – September 2024**

*InWerks, Malvern East, VIC.*

- Contributed to the successful delivery of 3 small-scale fit-out projects by preparing project proposal documents, comprising scope of works, timelines, and deliverables to achieve project objectives.
- Facilitated procurement for a \$200,000 project by preparing subcontractor packages, purchase orders, coordinating site visits, and managing material deliveries.
- Supported procurement activities by sourcing materials from various suppliers, comparing quotes, and negotiating for estimating and tendering to achieve cost savings.
- Incorporated designer and subcontractor feedback through stakeholder meetings to address RFIs to align with client and project specifications.
- Assisted the PMO with contract administration tasks, including preparing and reviewing contract documents, processing variations, and managing payment claims, ensuring compliance with project requirements and 100% accuracy.
- Scheduled and coordinated site inspections, progress meetings, and other project-related activities, ensuring adherence to OHS safety standards, project timelines, and project reporting requirements.

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## **Freelance (Remote) – Architectural Draftsperson**

**May 2022 – August 2022**

*Garden Studios, Melbourne, VIC.*

- Drafted and coordinated architectural drawing sets, encompassing plans, elevations, sections, and views for 9 pod projects, while adhering to project specifications using AutoCAD and SketchUp.
- Generated and refined designs and optimised project feasibility by collaborating closely with key stakeholders such as clients, architects, designers, and consultants.
- Developed and implemented a project documentation quality assurance checklist to promote design consistency and reduce documentation-related errors.

## **Junior Architect**

**July 2021 - January 2023**

*Studio Solum, Bengaluru, India.*

- Managed 4 residential projects, from concept development and client consultations to construction completion, valued at up to \$600,000, ensuring client satisfaction and project feasibility.
- Monitored project budgeting, tracking costs, overseeing material selection, and coordinating contractors, completing projects on or under budget.
- Prioritised accurate project execution by creating detailed architectural drawings, 3D visualisations, and technical documentation to guide project delivery.
- Implemented improvements to subcontractor and supplier cost evaluation by standardising quote comparison templates, which ensured precise budget tracking and a 10% improvement in cost control.
- Developed comprehensive site inspection checklists and protocols, improving project timeline adherence by one week per project and minimising construction defects by reporting findings weekly.
- Collaborated with a multidisciplinary team of 5 professionals, including architects, project managers, designers, and contractors, to deliver projects on time and within established budgetary parameters.
- Revamped the design workflow with AutoCAD and SketchUp, which improved design documentation accuracy and resolved critical design discrepancies, leading to smoother project execution.

## **Intern Architect**

**June 2020 – June 2021**

*Mallikarjuna Associates, Bengaluru, India.*

- Attended client meetings and assisted in project design stages, expertly documenting project requirements and translating design concepts into precise technical drawings and specifications.
- Contributed to project success by coordinating with contractors and suppliers to facilitate accurate and timely procurement processes, ensure the availability of materials and resources, and minimise project delays.
- Conducted weekly site visits to the construction site of 3 projects, to track construction progress, identify and address design discrepancies, develop practical design solutions, and provide on-site support for project execution.
- Demonstrated advanced written communication skills by preparing concise and complete design presentations, proposals, and reports for client approvals and internal reviews.

***Referees and further details of my career history are available upon request.***