



HCP Interior Design Pvt. Ltd.

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Date: 4th February 2021

To whom so ever it may concern,

This is to certify that Ms Naomi Mathew Vettath (a registered Architect from Council of Architecture, India – CA/2019/115215) was employed as an Architect with our company, HCP Interior Design Pvt. Ltd. from 20th September 2018 to 4th February 2021 (2 years, 4 months).

She was engaged on a full-time contract, with an average of 45 working hours per week (Monday to Friday, 9 hours a day). Her pay was Rs. 173.00 per hour plus yearly ex gratia.

During her time, she worked on several projects including residential, corporate, institutional, hospitality and government. Within these projects, her responsibilities ranged from coordination, producing drawings and rendered images at different stages, preparing concepts and research presentations, as listed below:

	Project, Location, Project Size	Time	Responsibilities
1	Redevelopment of Central Vista - New Parliament Building & Common Central Secretariat Buildings, New Delhi 1,754,057 sqm	17 months	<ul style="list-style-type: none">• Coordinate with the architecture team, handle tasks between the internal team and review the prepared deliverables for the Central Secretariat project.• Research and prepare presentations on various topics to further flesh out abstract interior design concepts and ideas.• Attend meetings with vendors and contractors.• Develop 3D models and rendered images of interior spaces within the Central Secretariat Buildings.• Draft interior drawings (plans, elevations, sections, details) at various stages.• Select furniture items from vetted companies to be reviewed, Prepare furniture presentation documents.• Prepare various lists and documents for coordination of art and accessories, carpets and curtains.

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2	New Era Campus - Dining Hall & Pre-Primary Building, Morbi 10,000 sqm	5 months	<ul style="list-style-type: none"> • Develop 3D massing models at conceptual stage • Attend client and vendor meetings to understand various requirements and limitations • Draft drawings (plans, elevations, sections, details) at various stages including working drawings • Create services layout drawings
3	Ambaji Resort - Phase 2, Ambaji 1900 sqm	4 months	<ul style="list-style-type: none"> • Render site plan at schematic stage • Develop 3D massing model of Villas, and their site layout • Develop 3D renders for site - including resort block, villas, swimming pool and changing areas
4	Astral Building Extension, Ahmedabad 2000 sqm	4 months	<ul style="list-style-type: none"> • Develop 3D model and rendered images of various spaces • Develop ceiling detail of boardroom • Site visits to check lighting quality and quantity
5	Sunhearrr Residence, Ahmedabad 300 sqm	1 month	<ul style="list-style-type: none"> • Provide furniture drawings for furniture package
6	BJP Headquarters Phase 2, New Delhi 8700 sqm	1 month	<ul style="list-style-type: none"> • Design Lighting layouts accordingly for each space
7	Finar Corporate Office, Ahmedabad 1800 sqm	1 month	<ul style="list-style-type: none"> • Develop 3D massing model at conceptual level • Rendered plans for client meetings
8	Shivalik Sample Apartment, Ahmedabad 185 sqm	1 month	<ul style="list-style-type: none"> • Develop and provide artwork for the project

Apart from tasks related to projects, she had been entrusted with several duties to promote the firm in various realms. Listed below are a few of her additional responsibilities which have all been under the direct guidance of principal architect Canna Patel:

Marketing Activities -

1. Increasing official social media presence - creating content for regular posts on official Instagram and Facebook accounts, managing our official profiles.
2. Ensuring the publication of the Wikipedia page on Canna Patel

Content Writing -

3. Core part of developing and writing the book, 'Meaning is More: Interior Design for India'
4. Writing content for the official office website.
5. Providing written content and preparing submittals for various magazine publications on HCPID projects and/or Interviews with Canna Patel



6. Interviewing and transcribing conversations with past employees and students of Canna Patel for insight into past working systems of the office and their learning from our principal architect.
7. Convert various conversations and interviews with Canna Patel, Sonal Patel, Bhagyashree Hattarki and other members of the team, into written content for articles in publications or CHP Book

Presentations -

8. Developing and preparing lecture presentations for 3rd-year elective course in CEPT - Lighting in Buildings and Spaces
9. Creating a series of presentations on maintaining the official HCPID Instagram account - stating our goals, methods and tips used in the process - to be used as a training tool for new members in the social media team.
10. Preparing presentations for various academic lectures and keynote speeches

HR Assistance -

11. Part of the recruitment team - Actively involved in the selection process of new employees and trainees, from portfolio reviews to various series of interviews.
12. Create questionnaire forms for the initial two rounds of interviews to help in standardizing interviews across applicants.

She has developed desired skills to proactively and consistently achieve a high level of productivity and quality of work products/ tasks. She meets deadlines and operates efficiently within the technical policies and procedures, showing good ability to analyze a problem and make appropriate decisions.

Mentioned below are a few of her skills:

Creatively flesh out an abstract idea into a concept with a definitive structure:

- Prepare presentations on design proposals to acquire approvals from clients, project managers and various company directors during client meetings.
- Prepare concepts and designs with respect to the aesthetical and functional requirements of various clients.
- Construct effective presentations beyond design with easy-to-follow structure.
- Part of writing, designing and publishing a book.
- Several writing tasks for various office requirements.

Research:

Ability to probe into an idea and come out with insightful facts and creative possibilities

- Research to further flesh out abstract interior design concepts and ideas.
- Research to understand requirements of various spaces, functionality and safety requirements as per the National Building Code and other relevant Standards.

Software and Technical Ability:

Proficiency in software knowledge that can be used to work on ongoing tasks and strives to learn new skills (AutoCAD, Google SketchUp, V-Ray, Lumion, Photoshop, InDesign, MS Office)

- Draft drawings for architecture and interior spaces - plans, elevations, sections, details, furniture, partitions, working drawing, etc.
- Create drawings for services such as electrical, lighting, air-conditioning systems, false ceilings, floorings, toilets, etc.

- Develop 3D massing models for projects in conceptual stages that help in developing spaces.
- Develop 3D models of details of interior spaces that help in finalizing design features or elements.
- Develop 3D rendered interior and exterior images for better visualization of designs.

Effective Coordination & Leadership

Express thoughts and feelings in a clear and compelling manner in both individual and group situations. Listens attentively. Speaks and writes clearly and concisely. Is presentable. Timely reporting to seniors, in person or in the form of EODs.

- Coordinate with the architecture team, handle and delegate tasks within the internal team for the Central Secretariat project.
- Attend meetings with clients, vendors, contractors, whenever necessary to understand requirements and limitations.
- Attend phone calls and meetings with editors and publications for possibility of new ventures or associations with them for the promotion of the firm.
- Assistance in conducting interviews for various purposes.

She projects a sense of passion for hard work; motivated and committed to the goals of the company and can work successfully when under pressure with good discipline.

We have enjoyed our association with her and wish her all the success in life.

Please get in touch with us on the contact details provided if you require any further information.

Sincerely,



Ar. Canna Patel (M. Arch, U.C. Berkeley)
 Founder & Chairperson
 HCP Interior Design Pvt. Ltd.
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