

# IN-focus

Internship in Focus  
Industry Experienced Series



**SIGNATURE<sup>TM</sup>**  
**GLOBAL**  
REALTY. RELIABILITY. RESPONSIBILITY.

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## MBA - Infrastructure Development and Management 2024-2026



I contributed to a diverse portfolio of affordable, luxury, and DDJAY housing projects within the Project Management Office. My core responsibilities involved identifying scheduling risks, updating risk registers, and preparing weekly progress reports for senior management. I also coordinated with the legal and MEP departments on contracts and regulatory communications, gaining hands-on experience.

This internship greatly honed my project management skills, particularly in risk assessment and cross-departmental coordination. I became proficient in using MS Excel for creating detailed progress trackers and analysing labour reports. I also enhanced my presentation and communication skills by regularly preparing management reports and drafting official correspondences.

My main takeaway is the critical importance of proactive risk management in keeping large-scale projects on track. I learned that clear, consistent communication between departments, from legal to operations, is the backbone of success. This internship provided a brilliant, holistic view of the entire real estate project lifecycle, from initial planning to final execution.

Be proactive and show genuine curiosity. Don't just stick to your assigned tasks; try to understand their impact on the overall project and look for opportunities to add value, like improving templates. Asking thoughtful questions and building relationships with colleagues will make your experience far more rewarding and impactful.