

SAFIYAH KHATRI

PORTFOLIO 
safiyahkhatri.com

EDUCATION

Toronto Metropolitan University.

Toronto, Canada. 2020-2021
Bachelor of Interior Design,
with Distinction.

University for the Creative Arts.

Farnham, UK. 2019-2020
Foundation in Art, Design,
and Media.

International School of Moshi.

Moshi, Tanzania. 2017-2019
Visual Arts, Physics,
Geography.

SKILLS

- AutoCAD.
- Revit.
- Rhino 3D.
- SketchUp.
- Rendering, TwinMotion, Enscape.
- Adobe Illustrator, InDesign, Photoshop.
- Microsoft Word, PowerPoint.
- Design Development.
- Construction and Millwork Drawing.
- Client and Supplier Contact.
- OBC Knowledge.

CONTACT INFORMATION

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ABOUT

As a detail-oriented designer, I create functional and cohesive spaces. My strong eye for design and attention to detail ensure high-quality results. I thrive in collaborative environments, bringing dedication, reliability, and expertise to every team.

EXPERIENCE

Graphics Associate - TMU Year End Show 2024. Nov 2023 - April 2024

- Designed media for print and online, adhering to branding guidelines.
- Managed the Instagram posting schedule.
- Coordinated and communicated with the team through weekly meetings and updates for smooth project execution.

TMU Representative - IDS 2024.

Jan 2024

- Engaged with show attendees and introduced TMU's Year End Show.
- Ensured a welcoming experience for all visitors.
- Guided attendees around the TMU booth, highlighting key exhibits and answering questions.

Event Coordinator - Portfolio Critique Event, TMU.

Nov 2023

- Greeted industry professionals and directed attendees to assigned seats.
- Distributed and collected portfolio review sheets during the event.
- Assisted with setting up and taking down the venue.

Interior Design Assistant at Absolutely Inc.

July - Oct 2022

- Supported a design team of two through all phases of the design process.
- Assisted in the creation of construction drawings.
- Conceptualized custom furniture designs and prepared millwork drawings for woodworkers.
- Visited vendors to source FF&E that meet client specifications.
- Developed material boards and presented clients with curated options.
- Coordinated with suppliers to ensure timely deliveries and adjusted project timelines as needed.
- Conducted site visits to take measurements and supervise installation.
- Creating and tracking quotes and invoices, while organizing all into client files.
- Attended client meetings and took detailed notes.
- Served as the primary liaison between clients and suppliers to facilitate seamless project coordination.
- Prioritized client updates and documenting their needs to effectively address project requirements.