

PROFESSIONAL SUMMARY

“Working professional having three years of experience in working and managing big construction projects. An Autodesk AutoCAD Certified User and expert in Project Management, MS Project, Excel, Word, PowerPoint, and Outlook. A reliable and technical sound team player with excellent communication skills. Work with good ethics, honestly and integrity; pursuing master’s degree in Civil Engineering at University of Windsor graduating in December 2021.”

QUALIFICATION

- Pursuing **Master of engineering** in Civil Engineering at University of Windsor, On, Canada (2020-21).
Grade: 83.66%
Courses: Engineering Project Management, Design of Structure using Canadian Code, Design Repair and deterioration of Concrete, Building Information Modelling, Wood Design, Modular Construction Design and Technology, Engineering Technical Communication and Engineering Mathematics.
- **Bachelor of technology** in Civil Engineering under I.K.G.P.T.U., IN, Grade 74.48% (2014-2017).
Courses: Steel Design, RCC Design, Cost and Estimation, Transportation Engineering.
- **Diploma** in Civil Engineering under P.S.B.T.E & I.T., IN, Grade 67% (2011-2014).
Courses: Surveying, Bridges and Tunnels, Construction Material Engineering, Structure Mechanics.

EXPERIENCE

PROJECT ENGINEER

Aug 2018 - Feb 2020

Kangaro Industries Limited (KGO), IN

- Assistance to Project Head and collaborating with Project execution team, Purchase department, Electrical department, IT Department, Vendors and Contractors to successful commission of project.
- Review, analyse and evaluate various Project Documents, Tenders, Quotes and Contracts and identify any errors by using MS Excel and MS Word.
- Issue project schedule and baseline by closely analysing and sequencing construction activities, scope of work and schedule using MS Project.
- Organize, verify, and validate various project construction bills/documents from Project sponsors, Project head, Purchase and Accounts departments, Contractors and Consultants.
- Proper documenting of Project documents such as contract change, scope change request, communication plan, risk management plan.
- Organize and attend meetings with different project stakeholders to determine project requirement, establish common goals, review project timeline, and initiate effective communication.

- Identify and Indent material, services, and other project requirement and closely follow with respective departments.
- Assist project head in preparing project charter, monthly project reports including cost and schedule data, project delay reports, reviewing project agreements and contracts.
- Section Head of Civil R&M team and participate in prepare shop drawings, revised drawing and final drawings using AutoCAD including BOQ and approve bills & calculations.
- **Projects Completed:** Miles Incorporation Production Plant (27 acres- USD 10 M), KGOE Warehouse (5 acres- USD 2 M), KGOE Corporate Head Office (1 acre – USD 5 M).

CIVIL ENGINEER

Jul 2017 - Aug 2018

S.R. Construction, IN

- Prepare contract credentials; review, evaluate and approve tenders of labour contractors for construction projects.
- Coordinate project communication, review timelines and manage project related documents.
- Organize meetings to determine project requirement and specification.
- Prepare quotations according to technical specification for construction work.
- Review and approve construction bill of contractors.
- Prepare reports, presentation and lesson learnt during project.
- Update and enter data for material procurement on daily basis.
- Site quality assurance and control.

TRAINEE ENGINEER

Jan 2017 - Mar 2017

Public works Department, IN

- Maintain daily records and update project manager.
- Prepare Bill of Quantities and Bar Bending Schedule from detailed drawings.
- Administrative work required for project.
- Site inspection of formwork and steel reinforcement before RCC casting.
- Calculate material quantity by using MS Excel.

WAREHOUSE ASSOCIATE

Oct 2020 - Jul 2021

Canadian Tire Corporation

- Organize stock within the warehouse by properly unboxing and storing goods in their designated location.
- Maintain accurate records of products that have been stocked and provide management with an accurate representation of all goods shipped and received.
- Verify all incoming shipments to be accurate by comparing the invoice to the order and ensure all goods are in excellent condition.
- Monitor and report any missing or lost inventory to management.

- Properly pack items to be shipped according to company standards to ensure they arrive in excellent condition.
- Accurately maintain company database including all stock and warehouse items.
- Reliably retrieve items from within the warehouse to be processed and shipped.

TECHNICAL SKILLS & COURSES

- Autodesk AutoCAD Certified User (ACU) Certification.
- Excel skills for business- Essentials offered by Macquarie University.
- MS Project, Microsoft Excel, PowerPoint, Word, and Outlook.
- Operational Excellence foundations offered by LinkedIn learning.
- Culture of Kaizen offered by LinkedIn learning.
- Lean Six Sigma foundations offered by LinkedIn learning.
- Construction Safety Training Systems- Fundamentals offered by ACSA.
- Construction Management- Introduction to lean construction offered by LinkedIn learning.
- Preparing for Certified Associate in Project Management exam by Project Management Institute.
- Preparing for Certified Project Coordinator exam by Project Management Association of Canada.
- American Society of Civil Engineers- Member.
- Canadian Society of Civil Engineers- Member.
- American Concrete Institute- Member.
- Project Management Institute- Member.
- Cold Formed Steel Engineers Institute- Member.
- Ontario Society of Professional Engineers-Member.

REFERENCES:

- Reference available on request.