

Senior Project Coordinator

Talented professional considered knowledgeable leader and dedicated problem solver. Brings 3 years of valuable expertise to forward company objectives. Attentive to detail with experience in coordinating projects, programs and improvements.

Work History

- 2024-02 -
Current

Senior Project Coordinator

CBRE, Bengaluru

 - Coordinated with stakeholders to gather requirements and set expectations, ensuring alignment with overall business goals.
 - Led weekly status meetings to review progress, address challenges, and keep team members informed of updates or changes in direction.
 - Created comprehensive documentation for each phase of the project life cycle, ensuring all relevant information was easily accessible for future reference or audits.
 - Developed customized reporting templates for internal and client-facing communications, streamlining data presentation while maintaining accuracy and relevance.
 - Identified potential risks and developed mitigation strategies to minimize impact on project success.

- 2023-07 -
2024-02

Project Engineer

Smartwork Coworking Space, Bangalore

 - Manage project timelines, budgets, and resources effectively to ensure project completion within set parameters.
 - Coordinate with architects, designers, and clients to understand project requirements and specifications.
 - Oversee the procurement of materials, ensuring quality standards and timely delivery.
 - Supervise and manage on-site construction activities, ensuring adherence to safety protocols and quality standards.
 - Resolve any technical issues or discrepancies that may arise during the project lifecycle.
 - Monitor project progress and provide regular updates to stakeholders, identifying and addressing potential risks or

- 2022-05 -
2023-07

Project Engineer

Axis Architects, Bangalore

 - Monitored installation of materials and equipment for compliance with drawings and specifications.
 - Determined and scheduled priorities as required to progress engineering work.
 - Evaluated change order requests in response to out-of-scope work activities.
 - Monitored metrics during project execution to maintain compliance with planned costs.
 - Completed construction tasks while providing safe working conditions, staying on budget and meeting project deadlines.
 - Reviewed progress controls for project quality assurance.

- 2021-09 -
2022-05

Site Engineer

Sheetal Engineering Pvt Ltd, bangalore

 - Ordered and tracked delivery of construction materials and supplies from vendors.
 - Recorded daily events and activities in site diary to evaluate process and improve productivity.
 - Oversaw quality control and health and safety matters for construction teams.
 - Applied engineering principles to troubleshooting and followed up on defined corrective actions to prevent reoccurrences.



Contact

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Competencies

- Subcontracting management
- Risk management
- Requests for information (RFIs)
- Construction management
- Civil engineering
- Project management proficiency

Software

- AutoCad
- Microsoft Office
- Microsoft projects

Education

- 2017-05 -
2021-07

Bachelor of Engineering: Civil Engineering

Sahyadri College of Engineering And Management - Mangalore