

Mahzabin Karim

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EDUCATION

University of Toronto | Bachelor of Applied Science in Civil Engineering

Expected 04/2024

SKILLS

MS Project, Excel, Powerpoint | Research | Communication | Leadership | Construction Project Management

- Awarded the Engineering Society Award for strong work ethic and time management skills that allow for involvement in the community, extracurricular activities, and a job, all while maintaining grades.

EXPERIENCE

Project Coordinator | CRH Canada | Concord, Ontario

05/2022 - 08/2023

- Managed a wide range of engineering and maintenance projects; provided cost estimates, developed business cases, prepared conceptual designs, engaged consultants, worked with procurement to issue purchase orders, supervised construction, controlled costs, commissioned, and project handover.
- Coordinated and reviewed (in-house, suppliers or consultant) work plans against defined project scope, contract requirements, budget and schedule. Assured contract management through constant follow up and supervisory.
- Maintained project budget files and updated cost tracking logs. Reviewed the entire team's budget files to ensure execution of projects within the approved budget and reallocating funds when necessary.
- Coordinated the preparation of weekly and monthly reports related to future project requirements, workload forecasts, and performance measurement reporting. Optimized operational reporting to improve KPI analysis.
- Presented monthly project updates to a larger team through Powerpoint, highlighting updated MS Project schedule and Excel cost tracking logs, upcoming action items, and any risks to schedule.
- Recommended improvements regarding product implementation, quality control and construction.

Research Assistant/ Material Analyst | University of Toronto/ Golder Associates Inc.

06/2021 - Present

- Working in the Concrete Materials Laboratories on a quality assurance project regarding the construction of the Gordie Howe International Bridge in Windsor.
- Ensure safety protocols while preparing concrete samples for digital image processing. Perform air void analysis using BubbleCounter software. Submit results prepared through Excel to Golder Associates Inc.

Chemistry Instructor | University of Toronto Engineering Academy

05/2021 - 08/2021

- Lead 4 weekly virtual classes for 40 incoming engineering students, covering the basics of chemistry.
- Demonstrated professionalism, strong organizational skills, sound judgment, and worked independently.

PROJECTS AND EXTRACURRICULARS

Design of the Underground Erindale Subway Station| Tunneling and Earthwork Excavation 09/2023 - 12/2023

- Proposed the subway station construction project costing \$800 million, scheduled to be completed in 1.5 years.
- Lead a team of 4 to assess site characterization, problem definition, cost estimation, build timeline for station construction, create CAD drawings with dimensions that align with city standards, and use Plaxis 2D to model.

Orientation Head Leader| University of Toronto Orientation

05/2023 - 09/2023

- Lead and managed a team of 25 orientation leaders and 60 incoming engineering students to orchestrate the Orientation Week for over 2000 engineering students.

Board of Director Representative | University of Toronto Engineering Society

04/2021 - 04/2022

- Exercised leadership and communication skills by representing the Department of Civil Engineering of 700 students at the highest level of governance in the faculty, to voice concerns and make informed executive decisions on faculty services offered to over 6000 students.

Leadership Development and Training Chair | University of Toronto Orientation

05/2020 - 08/2020

- Designed and organized a 3-month long curriculum for the Orientation Committee of over 500 members, on people management, situational theory of problem-solving, and critical thinking to improve team cohesiveness.

2nd- Year Civil Engineering Class Representative | University of Toronto

09/2020 - 04/2021

- Represented a class of 90 students to act as a point of contact between students and professors.
- Strong communication skills seen in organizing socials and providing updates to the class in a time efficient manner.