**SUJAN SILWAL**

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**HIGHLIGHTS OF QUALIFICATIONS**

* Proficient in project coordination and document management for timely delivery.
* Basic Knowledge of Occupational Health and Safety legislation, WHIMS, Fire Code, and Ontario Building Code.
* Familiar with contractor, employer, and consultant working cultures for effective site-office team collaboration.
* Advanced in AutoCAD, Revit, ETABS, and other drafting and design software.
* Strong skills in 3D modeling, drafting, and creating detailed drawings.
* Proficient in precise surveying using tools like LIDAR Trolley Scanner, Auto level, Total Station, and DGPS.
* Expertise in site plans, sections, elevations, 3D models, structural design, cost estimation, and scheduling.
* Proficient in purchase order processing, vendor quote evaluation, project procurement, and supply chain management.
* Strong public relations, communication, interpersonal, and presentation skills.
* Knowledgeable in identifying, assessing, and mitigating potential risks and issues.
* Valid Ontario G-Class Driver’s License.

**TECHNICAL SKILLS**

AutoCAD, Revit Architecture, Solid Works, SAP 2000, CSI Safe, CSI ETABS, STAAD pro, Civil 3D, RS Means, PROCORE, MS-Project, Primavera (P3-P6), BLUEBEAM, ArcGIS, and Microsoft Office Suite (Excel, Word, PowerPoint, SharePoint, Outlook), Adobe Illustrator, SketchUp, Google Earth Pro, Lumion, SWDTM.

**EDUCATION**

**Construction Management Post Graduate Certificate January 2024 – Present**

*Conestoga College****,*** *Waterloo, ON, Canada*

**Bachelor of Civil Engineering November 2016 – December 2020**

*Kathmandu Engineering College, Tribhuvan University, Nepal*

**PROFESSIONAL EXPERIENCE**

**Project Co-ordinator September 2022-December 2023**

*N.R. Construction & Suppliers Pvt Ltd****.*** *Kathmandu, Nepal*

* Managed diverse projects, including a 24-story commercial apartment, a colony with 22 residential buildings, and a LEED Certified 150-bed hospital building, with an overall budget of CAD 9,100,000. Responsibilities included design, structural analysis, evaluation and estimation, report writing, on-site monitoring, consulting, and coordination to ensure proper implementation.
* Achieved a 20% increase in overall project efficiency through streamlined project management and onsite supervision, resulting in CAD 1 million in savings. Spearheaded initiatives that led to a 7% revenue increase and substantial company growth.
* Carried out pre-construction to project closeout administrative and on-site responsibilities, ensuring project goals and external regulatory requirements were met.
* Facilitated communication and maintained project documentation by preparing RFIs, RFPs, RFQs, change orders, and bid packages, ensuring compliance with project objectives.

**Civil Engineer November 2021- 2022 August**

*Line Work Architects****.*** *Kathmandu, Nepal*

* Worked on 6 residential housing and 3 commercial building projects of local supermarkets and a 5000-capacity International Convention Center with an overall budget of CAD 1000,000, performing tasks such as design, structural analysis, evaluation/estimation, fieldwork, and report writing.
* Used AutoCAD and Revit to design architectural and structural drawings and ETABS and SAP 2000 for structural analysis and detailed estimations.
* Achieved 95% budget alignment through precise cost estimation techniques, leading to CAD 237,000 in annual cost savings, and received recognition with a 'Team Player' award for contributions.
* Facilitated project meetings and site visits with clients, consultants, and stakeholders, presenting construction updates and performance.
* Reviewed and approved contractor submittals, including materials, methods, and shop drawings, to ensure compliance with project specs, quality standards, and regulatory requirements.

**Project Engineer 2020 October-2021 October**

*D. Construction and Suppliers Pvt. Ltd****.*** *Kathmandu,* *Nepal*

* Oversaw the planning, pre-construction, and execution of more than 89 different residential buildings, leading to completion on time and budget.
* Supervised the Project HSE process daily, ensuring all Subcontractors complied with., ensuring accuracy and compliance with contract requirements.
* Supervised the Project’s QA&QC, participating in the Materials Testing process, project plans, specs, and materials samples review.
* Facilitated communication and on-boarded 48 new clients into the project, driving organizational growth and success.
* Recognized with a performance bonus over 2 times, consistently exceeding project role expectations and successfully meeting Company goals within the allotted period.

**TRAINING/CERTIFICATIONS**

Gained knowledge and skills development in a Canadian context through this program, including:

* Worker Health and Safety Awareness
* Supervisor Health and Safety Awareness
* Workplace Hazardous Materials Information System (WHMIS)
* Accessibility for Ontarians with Disabilities Act (AODA) Training
* First Aid-CPR/AED
* Working in Height

**VOLUNTEER EXPERIENCE**

**Volunteer, Grand River Chapter, Professional Engineers Ontario (PEO) May 2024 – present**

* Organized and participated in engineering-related educational events, such as the Knex bridge-building Event for young students, resulting in a 20% increase in student engagement and interest in engineering.

**Volunteer, Project Management Institute (PMI)-Canada Technology Triangle (CTT) March 2024 – present**

* Enhanced marketing efforts by creating 23 impactful social media posts, designing 15 promotional materials, and reaching out to 33 potential participants and sponsors, contributing to a 15% increase in event attendance.

**Program Coordinator, Civil Engineering Students Association (CESA) February 2018 – December 2021**

* Planned and executed the national event Dristi 2.0, featuring Stick Bridge and Model Design competitions, achieving a 30% increase in participant involvement and positive feedback.

**Vice President, Helping Hands an Effort to Lift People (H-HELP) August 2018-November 2022**

* Organized Annual Charity Show, raising $5,000 from tickets for underprivileged students.