

DIPAL LAKHANI PMP®
Site Manager / Estimator / Project Coordinator

Toronto, Ontario

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PROFESSIONAL SUMMARY:

- Experienced CIVIL Engineer Graduate/Construction Estimator with 3 years of experience in major projects.
- Ability to collaborate with other professionals to ensure that projects are complete successfully.
- Innovative planner and designer with a keen eye for detail, ensuring precise adherence to specifications.
- Proficient user of AutoCAD, Revit-3D, Blue-beam, and MS-Office including MS Project.
- Manage contracted staff and execution of site work.
- Implemented systematic approaches to assess customer feedback, deriving actionable insights that led to the implementation of enhancements, thus boosting customer retention rates by 20% over a six-month period.

EXPERIENCE:

Position: Construction Estimator / PM, May 2023

Company: Chouinard bros Roofing. Aluminum, Aurora, ON

- Search and pursue proposal and bid opportunities, increasing the number of potential contracts by 15% annually.
- Contribute to preparing prequalification documents, improving client acceptance rates by 20%.
- Sustain and update cost estimating and subcontractor databases, leading to a 10% reduction in project cost estimation errors.
- Aid in the prequalification process, enhancing the quality of subcontractor and supplier selection, resulting in 12% fewer project delays.
- Fully understand the scope of work and evaluate risks, reducing unforeseen project risks by 18%.
- Conducted quantity take-offs from plans and drawings, improving accuracy and reducing material waste by 8%.
- Solicit bid prices from subcontractors and suppliers, yielding a 5% decrease in overall project costs.
- Produce preliminary construction schedules, enhancing project delivery timelines by 10%.
- Facilitate the estimating team during tender closings, increasing the bid success rate by 15%.
- Manage excellent working relationships, leading to a 20% boost in repeat business and client satisfaction.

Position: Site Manager, Jun 2020 - Dec 2021

Company: Tavra Enterprise, Ankleshwar, IN

Project: Golden Residency – Residential building

Project Cost: 1.8 million CAD, Size of Project: 60 thousand square feet

- Prepared quantity take-offs and material order sheets for various jobs, leading to 20% cut down in material wastage and ensuring precise procurement.
- Managed and securitized contracts, ensuring 100% adherence to project scope and execution according to contract terms. Coordinated with stakeholders in weekly meetings, documenting and circulating meeting minutes to enhance communication and accountability.

- Estimated and scheduled construction materials and labor, improving resource allocation and reducing project timelines by 15%. Created purchase orders for vendors and suppliers, supporting strong supplier relationships.
- Negotiated tenders and contracts for Civil and MEP/Services work, achieving a 10% cost saving through scope definition, feasibility verification, and competitive bidding.
- Created RFPs, RFQs, submittals, and contract documents, streamlining the bidding process and reducing turnaround time by 25%. Inspected and coordinated shop drawings, ensuring work execution aligned with project plans and budget.

Position: Junior Civil Engineer, Feb 2019 - Feb 2020

Company: Shiv Infrastructure, Surat, IN

Project: Commercial Shopping Centre

- Developed site records and documentation, ensuring accurate track records Maintain excellent working relationships, leading to a 20% increase in repeat business and client satisfaction.
- Created building drawings using AutoCAD-2D and Revit-3D, accelerating project timelines by 15% and enhancing cross-disciplinary collaboration.
- Evaluated construction materials, including cement, aggregates, and concrete cubes, both in laboratories and onsite, leading to a 10% improvement in material quality.
- Verified technical designs and drawings for compliance with Ontario Building Code, ensuring 100% adherence to regulations, and monitoring project tasks to meet negotiated criteria, budgets, and deadlines.

EDUCATION QUALIFICATION:

- **Construction Project Management, Jan 2022- Aug 2023 - Lambton College, Canada**
- **Bachelor of Civil Engineering, June 2016 - June 2020 - Gujarat Technological University, India**

PROFESSIONAL SKILLS:

- Critical thinking with ability of analyses and solve the problems until find proper and reliable solution.
- Professionalism in presenting and flexibility in learning.
- Highly professional and organizing project management skills and working under pressure conditions.
- Professional communication skills with ability to communicate and deal with different individuals.
- Proficient in technical writing and report making.

Technical Skills:

- Design Software: AutoCAD – 2D drawings, Revit 3D Architecture, Navisworks.
- Estimation: Stack, Bluebeam, MS Project, Dynamics 365, Planswift, Adobe, MS Excel.

Assessments/Certifications:

- PMP - Certified
- Autodesk - AutoCAD 2D - LinkedIn
- Autodesk Certified Professional: Civil 3D for Infrastructure Design - LinkedIn
- Construction Project Management – Procore
- Construction Estimator - Procore
- Microsoft Office – LinkedIn
- Working at Heights Training – Worksite Safety
- Blue Beam 2019 - LinkedIn