

TEJAS RATHOD

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A Diligent and meticulously organized project management specialist with a track record of overseeing projects within the realms of construction, Information Technology and Lighting industry, effectively shepherding them through their entire lifecycle from inception to fruition. My Competencies include robust organizational acumen and exceptional interpersonal finesse, enabling me to execute tasks with precision even under stringent time constraints. Additionally, I possess the capability to craft comprehensive project reports, proficiently present project advancements to stakeholders, and eloquently and professionally respond to inquiries, both in written and verbal forms.

EDUCATION

Post Graduate Diploma in Business Administration

September 2015 – April 2017

Capilano University, North Vancouver, BC

Master of Arts

June 2007 – April 2009

Sardar Patel University, Gujarat, India

Proficiencies

- Experience using various software such as Monday.com, Office 365, ERP – INFOR, Smartsheet, Trello, Asana, Kanban, Notion, Bluebeam, SharePoint, G-suite.
- Ability to plan, develop, and deliver information through reports and presentations.
- Excellent leadership, communication, time management, and interpersonal skills.
- Solid organizational skills, including multitasking and time management, and change management.

PROFESSIONAL EXPERIENCE

Project Manager

March 2024

EH Price, Surrey, BC, Canada.

- Ensure the successful delivery of the project to a satisfied external client.
- Lead project staff from across the organization and external contractors.

- Prepare and execute project plans that include project objectives, scope, budget, schedule, milestone, resources and risks.
- Establish project timelines and milestones using appropriate tools and track all project milestones and deliverables.
- Prepare project management documentation including charter, project plan, governance plan, risk and issues management plans, and other associated project management plans.
- Develop and execute change management plans including change assessments, sponsorship plans, stakeholder engagement and communication plans.
- Assess staffing or consult needs and obtain resource approvals with business owners.
- Manage and schedule resources to align project requirements with business goals and objectives.
- Organize, facilitate and document results to kick-off meetings and workshops for individual project tasks.
- Prepare and present regular status reports to senior management and external stakeholders.
- Identify, manage, report and escalate project risks and issues to achieve timely resolution.
- Mentor, support and contribute to other project teams and PMO processes as required.

Project Manager.

February 2022 – March 2024

Symmetry Lighting Ltd. – Vancouver, BC, Canada.

- Coordinate project management activities, resources, equipment, and information.
- Review drawings and specification sheets as per the project requirements.
- Ensure all the POs provided by the client are related for production and ready for delivery from all over the world.
- Provide exceptional customer service, including understanding the customer needs and provide end to end client satisfaction and project delivery.
- Ensure the project team adheres to provided timelines and deliverables.
- Communicate with project team members, including vendors, designers, and site contacts.
- Liaise with clients to identify and define project requirements, scope and objectives.
- Act as the point of contact and communicated project status to all participants.
- Use tools to monitor plans and expectations, analyze risks and opportunities.
- Understand and manage project cost records.
- Ensure that projects are constructed in accordance with design, budget, and schedule.
- Communicate plans, actions, risks, and issues with key stakeholders.

Farming

October 2019 – December 2021

Self-employed, Navsari, India.

Project Coordinator**March 2018 – October 2019**

City Elevator Ltd. Burnaby, BC, Canada.

- Coordinated project teams and delegated tasks to team members to ensure efficient use of resources.
- Conducted risk assessments and developed contingency plans to mitigate project risks.
- Able to read and organize technical specifications, drawings, contracts and other documents.
- Facilitated project meetings and provided regular updates to stakeholders on projects status.
- Conducted research and gathered data to support project planning and decision-making.
- Managed projects timelines, budgets, and resources to ensure the successful delivery of projects.
- Assisted the project manager with administrative functions and progresses.
- Ensured standards and requirements are met by conducting quality assurance tests.
- Responsible for coordinating projects schedule, resources, equipment, and information.

Department Supervisor**April 2017 – March 2018**

The Home Depot, Burnaby, BC, Canada.

Project Planning Specialist**June 2010 – April 2015**

Jay Ambe International School, Samroli, India.