

OBJECTIVE

A challenging position in Construction Project Management / Building Science Engineering

HIGHLIGHTS OF QUALIFICATION

- Over **12 years** of experience managing construction related capital and renovation/restoration projects
- **Bachelor's Degree in Civil Engineering** accredited by University of Toronto
- **P. Eng. License** from Professional Engineers of Ontario since **2003**
- Presently working towards PMP certification and LEED AP certification
- Expertise in onsite/offsite construction and supervision of ICI and residential projects
- Proficient in MS Project, MS Word, MS Excel and Power Point; familiarity with AutoCAD and Roof CAD
- Achieved savings in project costs through better project management practices and resources
- Construction project management skills, strong knowledge of **CCDCs, OBCs and FIDIC standards**

SKILLS AND EXPERIENCE

Construction Contract Administration for Infrastructural Projects

- Facilitating site-based contract administration for **Metrolinx GO** bus project, from **inception to completion**
- Analyzing and monitoring construction schedule and mile stones
- Conducting, attend construction and client meetings to discuss progress of work, schedule and technical issues
- Preparing over 200 certificates of payment, changes, progress reports since project inception to completion
- Monitoring compliance with OHSA requirements and safety on site
- Informing Project Manager about contract requirements such as billing, change orders
- Ensuring accuracy of contract's scope of work against bid proposal, contract drawings, and specs
- Preparation of all **RFIs, CCNs, CDs** and correspondence from site, such as:
 - a) processing release of holdback payments as per Construction Lien Act
 - b) processing requests for quotes, contract amendments/changes and change directives
 - c) evaluating and preparing analysis of contractor's submissions for changes and claims
- Preparing daily and monthly site reports with digital photos, liaising with GC and Subs
- Knowledge of construction contract documents (**CCDC-2 & FIDIC**) and experience in contract documentation

Project Management (Capital Projects & Building Sciences)

- Conducting site inspections, report writing and preparing tender documents for structural restoration works
- Performing project coordination and contract administration for roof restoration and asphalt works
- Writing specifications, inspections, assisting in preparation of drawings on Roof CAD
- Visiting work sites located all over Ontario, Quebec and Manitoba and involved in RFIs, RFQs and RFTs
- Preparing billing, change orders, completion certificates and coordinate work of sub-contractors
- Assisting in preparing due diligence, risk assessment and condition survey reports
- Administering site surveys for mould growth, PCBs, contamination and environmental issues with designated substances for different construction sites
- Facilitating project coordination and contract administration for the capital, retrofit, demolition and asphalt works
- Managing **building science**/building envelope design assignments including tendering and recommendations
- Inspecting progress on **Civil and MEP works**; corresponding and liaising with stakeholders
- **Chairing**/conducting high level meetings with associates, consultants, architects and contractors
- Dealing with owners, property management companies, suppliers, contractors and sub-contractors

- Also experience in Hospital and Hotel construction (Capital Projects from Inception to Completion).

Construction Development, Business Development and Supervision

- Organizing pre-bid meetings and startup meetings, liaising with owners, architects, sub-consultants, government agencies and vendors
- Conducting discussions with building department periodically to establish permitting and inspection requirements
- Coordinating and supervising activities of over 9 sub-contractors including civil, MEP and landscaping
- Corresponding and liaison with stakeholders including suppliers for various restoration projects across Canada
- Enforcing and ensuring health and safety of site workers, maintaining Ontario regulations
- Ensuring contract completion within approved duration, **budgets** and conformity with approved quality management standards and codes
- Arranging Shop drawings, as Built drawings, contract commissioning and handing over to the end user (Closing)
- Supporting the Business Development department and assisting to retain the present clients.

EMPLOYMENT HISTORY

Project Manager (Building Sciences) <i>Kleinfeldt Consultants Limited, Mississauga</i>	2009 - 2012
Project Manager (5-star Hotel) <i>Fairmont Hotel, Jaipur, India</i>	2012 - 2013
Project Manager (Building Sciences) <i>Grgas Associates Limited, Toronto</i>	2013 - 2014
Contract Administrator (Metrolinx / GO capital project) <i>IBI Group, Toronto</i>	2014 - 2016
Project Manager (Roofing) <i>Harvey Roofing, Toronto</i>	2016 – 2018
Project Manager (Building Sciences) <i>Exactitude Inc., Toronto</i>	2018 – Present

EDUCATION

Bachelor of Engineering, Undergrad Degree (B.Sc. Civil)
M.S. University of Baroda

Canadian Construction Project Manager Course
Sheridan College, Oakville

PROFESSIONAL DEVELOPMENT COURSES

AutoCAD, RoofCAD, MS Office/Windows applications and internet
Advance training in formwork and scaffolding with Hunnebeck, GmbH, **Germany**
Leadership in Energy and Environmental Design (LEED) for NC & EB
Fall Protection Training at Canada Construction Association
Asbestos Awareness and Recognition at **Pinchin** Environmental Inc
Health and Safety Manual and **WHIMS** Training
Construction/ Maintenance-Related Infection Control in Health Care Facilities
Working at Heights training on site

MEMBERSHIPS AND AFFILIATIONS

Professional Engineers of Ontario [P. Eng.]	2003
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List of Major Building Science/Restoration Projects Undertaken in GTA/Ontario

- **Physical Risk assessment** of the buildings located within TYAC and MIMICO detention center at 130 Horner Avenue, Toronto:

For 24 buildings: Preparing survey and technical reports with digital photos within the complex, preparing estimated costs for the envelope restoration work which included roofing, flooring, cladding, plumbing, asphalt works, doors, windows including crawl spaces within the dorms. (ProFac Facilities Management)

- **Roof and Structural restoration** of Commercial Complex at 1 St. Clair Ave. West, Toronto
- Hotel Le Germain at downtown, **Toronto**:

Field Inspection for a new 4 Star Hotel construction with 9 levels of Concrete slabs, beams and columns, preparing field notes, inspection visits to inspect re-bars, quality of concrete and pouring for the structural members, compliance with the drawings, preparing deficiency lists with digital photos and reports.

- Globe and Mail Complex at 18 Spadina Avenue, Toronto
- Commercial, Institutional and Residential Restoration Works at various locations in Ontario
- External Cladding Restoration at **545-547 Belmont Avenue, Kitchener**
- Asphalt Paving at **White Oaks Mall, London**
- 115 Gordon Baker Road, **Toronto SONY Building** Garage Roof Deck Repairs
- Balcony repairs for various residential buildings in **Toronto** for **Starlight Property Management**
- **Podium Deck Revitalization** at **789 Don Mills Road (FORESTERS)**, Toronto
- **Qikiqtani General Hospital, Iqaluit**, Nunavut-survey for potential Asbestos detection and submitting a report
- Additional Means of Egress at 439 Wellington Street West, Toronto
- **FedEx buildings, IKEA Stores and Xerox buildings**, Toronto
- **Back Motor Bodies fire damage restoration project**, Toronto
- **Stucco Restoration project for townhouse complex (45 numbers), Mississauga**:
Responsible for Project Management from survey to completion, Prepare estimates, inspections and writing specifications and **CCDC 2** contract documents, Prepare change orders, meetings with the client and billing
- **Replacement and maintenance of Electrical and Mechanical equipments for Glen Oak Co-op, Oakville**
Responsible for Inspection of the site for replacement, Prepare estimates, meetings with the property manager, coordination with the sub contractors, Inspections and final signing and takeover of the project
- **CMHC Projects for repairs/replacement to building envelope at Greenwood, Danforth and Lindsay**
- Participated in Energy audits, Reserve fund Studies
- **Residential building renovations** for *Starlight Investments* on Bathurst street in **Toronto**
- Responsible for Project Management from survey to substantial completion, Prepare estimates, inspections and writing specifications and contract documents, Prepare change orders, meetings with the client and billing.

REFERENCES AVAILABLE ON REQUEST