

Suvrit Babbar

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SUMMARY OF QUALIFICATIONS

- Highly Proficient in **Microsoft Office Suite**: Experience using Word, Excel (VBA, Macros), PowerPoint, Access, Publisher, Outlook, MS Project, and **Adobe Creative Suite**: InDesign (Graphic Design), Illustrator, Photoshop.
- Robust knowledge of **Land Use Planning**: Strong understanding of legislations such as the Planning Act. Experience with Zoning by-law amendments, Minor Variance, Site Plan Approvals, Parkland Dedication, Official Plan Amendments, Feasibility Studies.
- Demonstrated **Project Management** Skills: Experience using Hive and other project management tools.
- Experience using **ArcGIS, QGIS, AutoCAD, SketchUp, Revit**

PROFESSIONAL EXPERIENCE

Development Coordinator

May 2022- Sep 2022

Kindred Works | Toronto, ON

- Conducted market research such and competitive intelligence research for new housing development projects
- Conducted planning and policy due diligence, determining compliance with official plans and city bylaws.
- Assisted in preparation of various applications, such as zoning by-law amendments, site plan approvals, minor variance, and parkland dedication.
- Assisted in setting up contracts, created purchase orders, processed invoices for prompt payments and ensured projects remain on budget.
- Conducted trade area analysis of several cities, towns, and neighbourhoods
- Prepared Official Plan Amendments, Feasibility Studies, and Planning Reports for 26 projects
- Conducted demographic and economic studies for 10+ regional municipalities in Canada
- Created budgets and cost estimates for 15+ existing and proposed housing projects
- Created maps on ArcGIS for identifying new and existing project sites

Estimator (Construction)

Jan 2022- Apr 2022

Clearway Group of Companies | Vaughan, ON

- Analyzed tender drawings and specifications; and reviewed project costs and compared estimates to won bids
- Prepared estimates based on probable costs of materials, labour and equipment, and subcontractors for construction projects based on contract bids, quotations, schematic drawings, and specifications
- Maintained directory of suppliers, contractors, and subcontractors and ensured accurate record keeping
- Formulated cost break downs from estimates in HeavyBid
- Analyzed market trends and made recommendations on bidding targets
- Built 5 MS Excel applications using VBA to help with process automation and control
- Improved delivery time on complex projects by creating 10+ macros using VBA
- Used AutoCAD to examine and analyse construction drawings
- Assisted in building multiple project schedules using MS Project

Credit & Collection Associate

Sep 2020 – Dec 2020

Bayer | Mississauga, ON

- Worked in a team of 4 people in the Order to Cash (O2C) department responsible for credit & collection management
- Investigated, obtained, and scanned 10+ debit memos per day by using Enterprise Resource Planning tools such as SAP ERP and Excel
- Developed excellent deduction management and dispute management skills by communicating with clients worldwide
- Successfully worked with 15+ clients, including some of the biggest pharmaceutical companies in Canada and the United States
- Responsible for accounts receivable management and reconciliation of 30+ accounts
- Responsible for overseeing supply chain operations such as purchasing, sales and procurement

Quality Assurance Technician (Taxation)

Jan 2020 – May 2020

Farm Business Consultants (FBC) | Winnipeg, MB

- Reviewed, filed, and verified 1000+ T1 personal, T2 corporate, and T3 trust tax returns in accordance with Government tax legislations
- Interacted with 10+ clients on a daily basis for marketing and selling FBC memberships to new and existing customers
- Used Tax Guard for proofing and filing over 3000 tax returns
- Streamlined the proofing process by suggesting measures that saved over \$7,000 and over 360 hours in a period of 5 months.

EDUCATION

University of Waterloo

Honours Arts and Business in Urban Planning and Economics

Expected Apr 2023

PROJECTS

City and Transit Planning/Urban Design Project

- Used AutoCAD and QGIS to design a transit network for a city
- Conducted a spatial analysis of the area and studied other factors such as demography, topography, architecture etc.