

Janaksinh Thakor

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Profiles, Websites, Portfolios

- <https://www.linkedin.com/in/janaksinh-thakor-385675176>

Experience

Assistant Project Coordinator

April 2019 - NOV 2020

Karunanidhi Developers, Gujarat, India

Project Names:

- Tulsi square – Commercial building - 1.4 million CAD, Size of Project: 50 thousand square feet
- Tulsi Villa – Residential – 7 million CAD, Size of Project: 180 thousand square feet

Key Roles and responsibilities

- Preparing Quantity take-off for the different jobs and material order sheets.
- Reviewing of contract and execution of work as per contract
- Coordination with the project stakeholders for weekly meetings to review project operations, record meetings, and circulate.
- Estimating and scheduling construction materials and labor.
- Creating a purchase order for the vendors and suppliers.
- Monitoring the work schedule and projecting progress to ensure that weekly and monthly targets are met on time.
- Negotiated tenders and contracts of various Civil and MEP/Services work, and materials by establishing the scope of work, verifying feasibility for qualification, and bidding.
- Preparation of RFP, RFQ, submittals, and Contract documents as per the requirements.
- Received and assessment of bids from subcontractors.
- Reviewing and coordinating shop drawings.
- Execution of work as per drawings and detailing of the plan.
- Planning and scheduling of projects to meet project deadlines and project budget.

Junior Project Coordinator (Internship), North York, ON

APR 2022 – DEC 2022

Banga Construction

Project Names: Multi-family Houses

Key Roles and responsibilities

- Analysis Reports, Maps, Drawings, and Aerial Photographs through the survey to plan project mobilization.
- Assist with the development of operating budgets and capital expenditure projects. Manage costcontrol of their respective areas in the operating budget.
- Assist Project Manager and Superintendent in the development and updating of the ConstructionSchedule.
- Maintain daily checklists and quality control reports.
- Reviews log sheets for process problems and suggest improvements.
- Review progress report weekly with on-site staff to ensure work orders are prioritized and handledefficiently.

- Assist in obtaining firm quotes for material suppliers, equipment, and subcontractors. Coordinates with project management to review bid strategy and assist in project buy-out.
- Prepare quantity take-offs and apply unit pricing for material and labor to establish a value for the work management subcontractor.
- Assist senior estimator in the development of conceptual estimates and conventional bid submissions.

Other Experience:

Position: Customer service representative October
Company: Walmart Store

(Currently Working)

Education

Construction Project Management

JAN 2021 - SEP 2022

Lambton College, ON

GPA: 3.1 / 4.00

Bachelor of Civil Engineering

JUN 2015 - MAY 2019

Gujarat Technological University

GPA: 7.10 / 10.00

Summary

- Versatile construction project management student with a background in civil engineering bringing 2 years of experience in the field of project coordination, and site engineering. Adept at managing teams, working with teams, reading drawings, quantity takeoffs, and site preparation. Proficient in following construction protocols, quality compliance, and safety regulations with the ability to coordinate and communicate with clients and colleagues effectively.
- An enthusiast who believes in exceeding performance requirements with dedicated work to set better quality standards in his work.
- Ability to read and interpret structural drawings, details, and plan specifications. Excellent
- verbal/written communication skills and effective interpersonal skills
- Computer savvy, having a strong command of MS office suites such as **MS Excel, MS Word, and MS PowerPoint.**
- Experience with a variety of other industry software such as **MS Project, Primavera P6, MS Access, and Autodesk AutoCAD.**

Skills & Interests

- Construction project Timing & Delivery
- Quantity takeoffs
- Cost Control
- Technical Analysis
- Making Progress Report
- Large-scale and high-budget projects
- Industrial Construction
- Commercial Construction