

Atik Ishaq Pathan

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SUMMARY

Graduate Architect with 2 years of relevant experience in Residential and Institutional construction, inspections, shop drawings and detailing. Accustomed to working to various work cultures and adapting quick. Passionate about Mid- rise and High rise construction with a career focus on Project management ,Project coordination and Field review; supported by understanding of relevant project management and design software. Aspiring to work in a team that allows growth not only as a team but as an individual.

KEY COMPETENCIES

Ontario Building Code,OHSA,CCDC Contracts,Masterformat,MS Office &Project, AutoCAD, Autodesk- Revit, Procore ,Bluebeam, Lumion, Enscape ,Microstation.

EMPLOYMENT EXPERIENCE

Sales Associate (ComputerSolutions, Geeksquad, HomeSolutions)

Oct 2022-Present

BestBuy, Canada

- Grew customer base through consistently delivering outstanding service, resulting in a 20% increase in membership volume, delivered personalized product recommendations to over 300 customers per week, achieving a 40% conversion rate.
- Managing orders to facilitate more sales and creating custom orders as per customer's need, developing empathetic customer relationships and helping them choose the appropriate item.
- Fostered trusting customer relationships through timely satisfaction surveys and follow-ups, increasing loyalty by 25%.

Junior-Project Coordinator

Dec 2020-Nov 2021

Dudhwala Constructions, India

- Assisted in scheduling work crews efficiently and met with utilities to assist in accurate, timely locates prepared written notifications of changes and project control requirements, increasing the job efficiency by 20%.
- Processed and generated 31,00,000 Rs (\$50K) of purchase requisitions and tracked project materials and cost estimates in order to guarantee project readiness.
- Compiled daily paper work for review and provided engineering drawings as-built detailing successfully monitoring QA/QC noncompliance reports from subcontractors and ensuing appropriate training with follow up.
- Acquired required safety/experience documentation from subcontractors, effectively monitored and consolidated Quality Assurance non-compliance reports and ensured timely training and follow-up.

Intern Architect

Jan 2019-July 2019

Dustudio, India

- Engaged construction teams in producing municipal and shop drawings of multiple residential and institutional projects, leading to refinement of designs ahead of building phase. Maintained blueprint filing, created progress reports, documents and close monitoring of sites.
- Delivered production-ready 3D models and renders for assigned tasks, adhering to stringent project timelines. Ability to create detailed 3D models and renders as per the tasks assigned. Developing overall built of quantities and creating estimates as assigned.
- Excelled at developing built-of-quantities (BOQ) and project estimates with accuracy, contributing to team's successful output.
- Enhanced blueprint filing systems and progress reports through meticulous documentation practices and close monitoring of worksites.

EDUCATION

Post-graduate Certificate, Construction Project Management.

Jan 2022-Sept 2023

Lambton College, Toronto, ON

Bachelor's in Architecture

Sep 2015-Oct-2020

Mumbai University, Mumbai, India

CERTIFICATIONS

Blue Beam

Certificate ID(AedcWYlg5q0Vwp9bDiHS3Bpr7FD)

Worker health and Safety Awareness

Issued on :Nov 24,2022

VOLUNTEER

Transport and Logistics Head

Apr 2017 – Nov 2017

FIFA U-17 , India

- Develop statistical plan and schedule vehicular transport for 4 teams that arrive in Mumbai for matches.
- Allot drivers and vehicles to FIFA Authorities, Hiring volunteers from DY Patil University for dividing workflow.