

**Ojas Thakur**  
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Highly skilled and experienced Construction Project Professional with a strong background in civil engineering and construction project management. Seeking to leverage my expertise as a Project Coordinator to ensure quality and timely completion of projects for the Primont Homes.

### **Work Experience:**

#### **Construction Project/Site Coordinator**

Stylux Homes, Richmond Hill, Canada

September 2021 – Present

- Tracking invoices and getting them cleared on time.
- Providing on-site coordination for all phases of construction projects, including coordinating subcontractors, materials, and equipment.
- Analyzing risk and opportunities
- Overseeing project procurement management.
- Monitoring project progress and handling any issues that arise.
- Preparing and maintaining comprehensive project documentation, including plans, daily logs, and reports.
- Communicating with the town regarding building permits and eradication of comments.
- Preparing documents for submission of building permit application.
- Working with designers, architects, and engineers to procure construction drawings.
- Preparing the scope of work for subcontractors.
- Research and request quotes from different subcontractors.
- Coordinating with construction staff on-site and Head office.
- Coordinating with clients for colour selection and other matters.
- Tracking the progress of construction and making sure that the project is delivered on time.
- Issuing all appropriate legal paperwork (e.g., contacts and terms of agreement)

#### **Internship as an Assistant Project Coordinator**

JMC Emerald Corp., Concord, Canada

May 2021 – August 2021

- Worked with senior estimator to take off quantities and prepared conceptual and schematic estimates for the project.
- Performed RFI Management, Submittal Management, and Change order Management.
- Prepared closeout packages under the supervision of the Senior Project Manager.
- Managed daily production progress reports on the progress log.
- Attend site meetings with sub-contractors and clients.
- Coordinate with sales manager and production manager regarding upcoming work.

**Site Supervisor**

August 2017 – September 2019

Kamerock Kasper Heights Private Limited, Chandigarh, India

- Attended weekly and monthly meetings with the client, client's representative, and Contractor at the site to keep them informed of progress.
- Performed quantity take-off and cost estimation of materials from construction drawings.
- Coordinate with different trade subcontractors to manage everyday schedules.
- Prepared reports of testing of materials like sand, cement, and concrete.
- Updated daily progress reports on multiform platforms.
- Updated change log and manpower logs.
- Conducted workplace inspections and developed workplace plans.
- Developed shop drawings, quality reports, and inspection reports.
- To ensure that every worker worked by wearing PPE and following health and safety measures.
- Updated productivity report and progress of work for meeting minutes.
- Managed, monitored, and interpreted the contract design documents supplied by the client or Architect.

**Internship**

January 2017 – June 2017

Janta Land Promoters Private Limited, Punjab, India

- Performed quality testing of materials.
- Prepared work schedules with clients and subcontractors.
- Monitored work for compliance with drawing documents.
- Review contract documents and create work packages

**Education:****Post-Graduation in Construction Project Management**

January 2020 – August 2021

Lambton College, Toronto, Canada

- GPA 3.52
- Consideration under Dean's Honour List
- Major in Estimating, Construction Methods, Construction Safety, Auto-CAD, and Blueprint drawing Reading.

**Bachelor's in Civil Engineering**

August 2014 – May 2017

Chandigarh College of Engineering and Technology, Chandigarh, India

- GPA 7.2
- Major in Surveying, Estimating and Costing, Transportation Engineering, Auto-CAD 2D and 3D modelling, Structure Analysis, and Foundation Engineering

**Diploma in Civil Engineering**

August 2011 – May 2014

Chandigarh College of Engineering and Technology, Chandigarh, India

- GPA 6.2
- Major in Environmental Engineering, Material Testing, Highway Engineering, and Soil Engineering.

**Technical Skills**

- Experience in project management, from conception to delivery.
- Auto-CAD for developing layouts, drawings, assemblies, and isometrics.
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans.
- Solid organizational skills, including multitasking and time management.
- Strong client-facing and teamwork skills.
- Familiarity with risk management and quality assurance control.
- Strong working knowledge of Microsoft Projects and Microsoft Office.
- Primavera P6- Project Management.

**Certificates/Licenses:**

- OACETT #923832
- PMI #6959904
- Workplace Hazardous Materials Information System
- Working at heights
- First Aid and Fire extinguisher
- Natural gas and Propane Handling training
- Driver's G License

**Soft Skills and Abilities:**

- Critical Thinking
- Flexibility and Good Attitude
- Problem Solving and Innovative
- Strong Teamwork and Collaboration
- Customer Service
- Multilingual (English, Hindi, and Punjabi)
- Willing to Relocate

**Volunteer Experience:**

- JLPL Association of Civil Engineers  
2017
- Worked with Red Cross Society

January 2017 – June

May 2017- January 2018