

AMIR YEKTA

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HIGHLIGHTS OF QUALIFICATIONS

- PMP certified, EIT designated with a Master's degree in Construction Management
- Over 21 years of extensive experience in construction projects
- Proficient in JDE, MS Project, AutoCAD, Microsoft Office, and Procore
- Skilled in developing project charters and management plans
- Expert in planning, scheduling, resource, risk, and procurement management
- Strong leadership and team-building abilities, insisting on diversity within teams
- Excellent communication and client relationship management skills
- Delivered projects on time, within budget, and to the highest quality standards

PROFESSIONAL EXPERIENCE

Project Manager

Houyan Construction Managenet Inc.

Oct 2021 – Present

Projects: Commercial and residential projects value \$32 M

- Formulated business cases, assumption logs and developed project proposals
- Directed design teams to maximize efficiency and effectiveness in project delivery
- Facilitated tendering process and contributed to operational readiness planning
- Identified project risks and implemented risk response plans to mitigate potential challenges
- Led and managed project activities through the entire project lifecycle to ensure projects were delivered within budget and on schedule
- Tracked and managed project costs to meet project and company objectives
- Developed and maintained strong client relationships, to achieve client's goals and objectives
- Monitored project progress and provided regular reports to stakeholders
- Provided leadership and supervised multiple project teams to exceed client expectations
- Oversaw all aspects of commissioning, inspections, and testing to ensure compliance with quality standards and project specifications
- Managed conflicts to enable prompt resolution, monitored issues, investigated potential project disruptions, implemented preventing and corrective actions
- Supported the Project Superintendent in site management strategies

Project Coordinator

Black & McDonald Limited

Jan 2019 – Sep 2021

Projects: A 13-floor high-rise modernization for Toronto Community Housing \$41 M

U of T Scarborough Student Resident Design-Build \$ 14 M

- Monitored project activities throughout initiation, planning, execution, monitoring, and closing
- Maintained accurate project baselines to uphold contractual requirements and ensure alignment with project objectives
- Provided program Interface management to ensure effective communication and collaboration among all parties involved in the projects
- Organized project records and documents to allow ease of access for the project manager
- Managed and maintained detailed logs for RFIs, submittals, change orders, engineering plans
- Assisted in preparing bid documents, and drafting contracts for consultants and contractors
- Prepared and maintained meeting agendas and minutes of meetings
- Assessed contractual and execution changes and implemented approved changes into budgets, schedules and progress measurement system

Project Manager

Razahang (Engineering & Architecture Consultant Co.) FEB 2014- Dec 2018

Projects: Pardis Technology Park- Techmart complex 260,000 ft²

Gole Gohar Sirjan Hotel 100,000 ft²

Kahnooj Power Plant Commercial Building 60,000 ft²

- Led the project team to develop the master plan for the project
- Managed to meet the project milestones three months ahead of schedule by controlling and monitoring the project activities continuously
- Saved \$500,000 by implementing comprehensive cost management and mitigating overhead costs of the project
- Evaluated and implemented contractual and execution changes, ensuring alignment with budgets, schedules, and project goals
- Supervised diverse teams of subcontractors and general contractors to ensure seamless project coordination and execution

Assistant Project Manager

OCT 2011- JAN 2014

Razahang (Engineering & Architecture Consultant Co.)

Project: Narges 5 Star Hotel 915,000 ft²

- Assisted the project manager in planning and executing construction activities including team supervision, equipment, and drawings review, cost estimation, and claim analysis
- Cut procurement costs by 20% by negotiating the pricing and fees while considering deadlines
- Coordinated more than 20 subcontractors and held weekly scheduling meetings with them
- Assessed and approved all sub-contractor invoices and verified the work was completed according to the scope of work
- Conducted site inspection and produced project status reports, updated project schedules, risk register, as well as issue log

Senior Project Coordinator

Tadbir Omran Iranian Co.

MAR 2009- SEP 2011

Projects: Baran Commercial Complex 1,615,000 ft²

Jam Co. Central Building, 130,000 ft²

- Coordinated and scheduled all subcontractors and held weekly scheduling meetings
- Worked with the planning and scheduling teams to evaluate construction progress and provided regular schedule updates
- Assisted in preparing technical documents including monthly budget and payment

Project Coordinator

Razahang (Engineering & Architecture Consultant Co.) FEB 2005- APR 2009

Project: Pardis Technology Park- Seraj administrative building 100,000 ft²

- Gathered and prepared data for the weekly and monthly reports
- Assisted in planning, budgeting, scheduling and executing construction activities
- Ensured construction plans met the guidelines and specifications of the building

CERTIFICATON

- PMP Certificate
- Register as an Engineering Intern (EIT)
- Procore Certified, Project Management
- Graduate Certificate, Project Management, LaSalle College, Montreal-Canada

EDUCATION

- MS- Project Management and Construction, Tehran University, Tehran- Iran
- BS- Civil Engineering, Islamic Azad University Tehran Central Branch, Tehran- Iran