

Chitrang Vijaykumar Parikh

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Address: Scarborough, Ontario, Canada

Education

University of Windsor, Windsor, Canada
Master's In Civil Engineering

May 2023 – August 2024

NICMAR, Pune, India
Post-Graduation in Project Engineering Management

July 2018- March 2020

Work Experience

Garden Connections — Cost Estimator

March 2024 – June 2024

Toronto | Ontario | Canada

- Developed and implemented a strategy to improve project delivery, reducing timelines by 25% through strategic planning and process improvement, ensuring attention to detail and maintaining effective written and collaborative communication with project stakeholders, ensuring reliability, quality assurance and managing status.
- Utilized MS Office, specifically Excel, to prepare detailed cost estimates, ensuring project profitability and maintaining a database of cost data, aligning with project design, and utilizing analytical skills to identify areas for improvement.
- Performed quantity take-offs, coordinated with 2+ architects, engineers, vendors, and suppliers, and integrated plans and schedules to ensure project deliverables were met, and applied knowledge of cost estimation to inform project planning and execution, which led to a 10% increase in project profitability.
- Maintained accurate and up-to-date administrative documentation, files, and correspondence on 4+ active and completed projects, and submitted invoicing in a timely manner, using application software to streamline processes and improve efficiency, resulting in a 20% reduction in administrative time.

Mindfield Recruiting Co. — Recruiter

Sep 2023 – Dec 2023

Remote | Canada

- Utilized project management principles to drive a 30% increase in customer engagement, tracking 10+ key metrics, while maintaining a database of 200+ candidate information.
- Provided market insights, driving a 20% increase in new business revenue, utilizing project management principles, and aligning with client design and development, and developing a basic understanding of market trends.
- Generated daily reports on candidate pipelines and deadlines, achieving a 100% on-time submission rate, using Excel, and ensured operating systems were in place to support recruitment processes, resulting in a 25% reduction in recruitment time.
- Collaborated with cross-functional teams to develop and implement recruitment strategies, and fostered a culture of collaboration and teamwork to achieve business objectives.

Shell N Core Engineering — Project Coordinator

June 2021 – April 2023

Surat | Gujarat | India

- Delivered accurate and timely reports with 100% precision, reducing project timelines by 20% and improving budget adherence, and tracking key metrics such as project schedule and budget performance.
- Coordinated and developed 3+ Requests for Proposal (RFPs), Requests for Quotation (RFQs), and Tender Packages, resulting in a 20% reduction in project bid periods and timelines, while maintaining a flow of project progress.
- Developed and maintained comprehensive project documentation, including Gantt charts and budget reports, for 2+ high-rise residential projects, with a total value of \$0.5 million, ensuring on-time delivery and budget efficiency.
- Tracked project metrics, achieving 95% on-time delivery and 10% budget variance reduction, and streamlined processes with application software, saving 20% administrative time.

Certification & Awards:

AutoCAD Certified Professional 2015

July 2015

NICMAR Merit Scholarship for being Top 10% in the class for First Term

July 2018

NICMAR Merit Scholarship for being Top 10% in the class for Second Term

October 2018

Skills & Interests

Technical Skills: proficient in Microsoft office products, Microsoft excel, Microsoft PowerPoint, CRM, salesforce, AUTOCAD, BIM, Revit, data collection and analysis, analytical skills contract review, power bi, agile, slack, scrum, Microsoft project, tableau, Jira, cost monitoring, cost estimation, documentation, engineering and construction management, quantity takeoffs, project scheduling, project management tools, project assistance, architecture, asana.

Soft Skills: Can Communicate Effectively, Continuous Learning, Customer-Focus, Innovation, Teamwork and Collaboration, Excellent leadership, Writing and Problem-solving skills, stakeholder management and vendor negotiation skills, proven time management, interpersonal Skills, Self-Starter, people management and multitasking skills, effective decision-making, analytical skills, flexible and adaptable, detail oriented, strong focus on client engagement and customer satisfaction, Self-motivate, disciplined, organizational skills, strong work ethic.