

HUSBAAN KHAN
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PROFESSIONAL SUMMARY

Results-driven **Project Coordinator** with over 2 years of experience in construction management, design engineering, and project execution. Proven ability to streamline operations, ensure compliance with **Ontario Building Code (OBC)**, and deliver projects ahead of schedule and within budget. Skilled in coordinating cross-functional teams, managing client and stakeholder communications, and utilizing tools like AutoCAD, ZOHO, and Buildertrend to optimize workflows. Adept at reducing costs, improving efficiency, and enhancing client satisfaction through strategic planning and problem-solving. Proficient in driving business growth with effective marketing strategies and project leadership.

AREAS OF EXPERTIES

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|----------------|-------------|-----------------|-------------|--------------|
| • Coordination | • Design | • Compliance | • Surveying | • Inspection |
| • Leadership | • Budgeting | • Communication | • Marketing | |

EXPERIENCE

Artreum Homes, North York, Canada
Marketing and Project coordinator

September 2024 – December 2024

- Coordinated construction schedules, materials, and subcontractor tasks, ensuring project milestones were met 10% ahead of schedule, minimizing delays and cost overruns.
- Supervised on-site activities, including site safety and quality checks, resulting in a 95% compliance rate with Ontario Building Code (OBC) standards.
- Facilitated the successful completion of three custom home projects, valued at \$2.5M, by maintaining seamless communication between clients, architects, and site teams.
- Negotiated with suppliers to reduce material costs by 12%, optimizing budgets without compromising quality.
- Managed documentation through ZOHO and Buildertrend, improving project tracking and reporting efficiency by 20%.
- Led client walkthroughs and inspections to address concerns and ensure satisfaction, increasing referral rates by 15%.
- Designed and implemented marketing strategies, including signage and digital campaigns, contributing to a 25% increase in client inquiries.

Better Builders, Mississauga, Canada
Project Coordinator

May 2024 – August 2024

- Coordinated three simultaneous projects, managing 10 trades daily, which resulted in a 20% reduction in material delivery times and enhanced on-site excellence.
- Implemented cost estimation and scheduling tools, improving financial efficiency by 15% and ensuring projects adhered to Ontario building codes.

- Managed client, stakeholder, and vendor communications, producing daily, inspection, financial, and health and safety reports that ensured 100% clarity in decision records.
- Designed projects in AutoCAD, documented and tracked 20+ change notices, and conducted 25+ inspections, maintaining stringent standards for project deliverables.
- Handled the company's social media and outbound advertising calls, contributing to improved brand presence and project outreach.

Lions-Co builds, Oakville, Canada
Assistant Design Engineer

September 2023 - January 2024

- Developed detailed construction drawings using AutoCAD, enhancing design precision and reducing project delays by 10%.
- Conducted comprehensive site surveys to collect data, ensuring design accuracy and alignment with client specifications.
- Coordinated with multidisciplinary teams to streamline design processes, resulting in a 15% improvement in project timelines.
- Assisted in the creation of 3D models for project visualization, aiding in effective stakeholder presentations and approvals.
- Implemented design revisions based on feedback from senior engineers and clients, maintaining a high standard of quality and compliance.

BTAAM, Hyderabad, India
Jr project engineer

June 2022 - December 2022

- Led and guided a 5-member team as a Project Engineer.
- Executed tasks assigned by manager with precision, maintaining Service Level Agreements throughout the entire project.
- Analyzed project parameters including time, scope, and budget, enhancing work efficiency by 5%.
- Monitored and ensured timely progress updates, maintaining alignment with project timeline.
- Optimized employee workloads through strategic negotiations with management.

Imarath Consulting Services (ICS), Hyderabad, India
Site engineer

December 2021 - May 2022

- Collaborated with senior engineers on structural calculations for a 5-story residential building.
- Acquired hands-on experience on a 13,560 sqft construction site under supervision.
- Conducted quality assessments and dimensional checks on construction materials over 6 months.
- Maintained oversight on material usage, ensuring adherence to budget limits (under 10%).

EDUCATION

Post Graduation
Lambton College
Advance Project Management and Strategic Leadership

January 2023 – August 2024
Mississauga, Canada

Bachelors (BE)
Osmania University
Civil Engineering

June 2017 - June 2021
Hyderabad, India

TECHNICAL SKILLS

- AutoCAD
- Blue Beam
- Microsoft Project
- Primavera P6
- REVIT
- STAADPRO
- ETABS
- MS Office
(Word, Excel,
PowerPoint,
Outlook)
- POWER Bi

CERTIFICATION

Project management foundation (Certified by Linkedin Learning)
Interpersonal Communication and managing stakeholders (Certified by Linkedin Learning)
Certified site engineer (Imarath Consulting Services)
Call Centre Fundamentals Training
Security license

LANGUAGES

- English, Hindi, Urdu, Telugu