

SHIVAM SHARMA

Vaughan, Ontario
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Professional Profile

Graduate in the Honours Bachelor of Technology, Construction Management.
I am a professional, passionate, and career-driven individual who consistently demonstrates a competitive work ethic and demonstrates a willingness to learn. With experience on site as a site coordinator / assistant to a site superintendent combined with my experience in professional sales, I aspire to learn and establish a long term career as a professional in the construction industry. Actively seeking opportunities along the lines of, site coordination, site supervision, project coordination, health & safety or estimating.

Education

Hons. Batchelor of Technology, Construction Management 2020-2024
George Brown College Toronto, Ontario

Awards:

Dean's List (2021,2022,2023,2024)

OMVIC Automotive Certification Course, (92% Grade) August 2024
Automotive Business School of Canada (Georgian College)
Certified in Automotive Law and Ethics designation (C.A.L.E.)

Work Experience

Finance Manager & Sales Consultant (FT) September 2024 - Present
Approval Capital / First Line Auto Sales Inc Brampton, Ontario

- ⇒ Ensured accuracy and completeness of personal and financial data
- ⇒ Maintained clear, professional communication throughout the loan process.
- ⇒ Collaborated with the finance team to resolve discrepancies in client information.
- ⇒ Managed accurate and complete sales documentation.
- ⇒ Handled sensitive information with confidentiality and integrity.
- ⇒ Help sourcing vehicle for clients based on their approvals from the lenders
- ⇒ Pitch and sell back end product, to package within the deal (warranty, gap etc)
- ⇒ Successfully handled complex customer negotiations, resolving concerns and objections to close sales while maintaining customer satisfaction.

Student Site Coordinator/ Assistant Site Superintendent (COOP) May 2023 – February 2024
DECO Homes – 34 Detached Dwellings and Townhome Units. Vaughan, Ontario

Project Value: \$50,000,000

- ⇒ Coordinated and supervised site activities for low-rise residential projects.
- ⇒ Assisted in managing project schedules, resource allocation, and subcontractor coordination.
- ⇒ Conducted regular inspections to ensure adherence to quality standards and safety regulations.
- ⇒ Management of construction materials, ensuring proper inventory control and cost-effectiveness.
- ⇒ Coordination of site logistics, including site access, equipment rentals, and waste management.
- ⇒ Developed and maintained positive relationships with clients and stakeholders.
- ⇒ Addressing concerns and ensuring the client/stakeholders satisfaction throughout the project.
- ⇒ Participated in project meetings, providing input and suggestions to improve project outcomes.
- ⇒ Actively sought opportunities to expand knowledge and skills related to project management.
- ⇒ Demonstrated strong problem-solving skills by identifying and resolving issues efficiently.
- ⇒ Demonstrated a strong work ethic, and the ability to work in a fast-paced environment.
- ⇒ Maintained accurate documentation of project progress, including daily reports, site photos, and change orders.

Sales Consultant (PT/FT)

Leons Furniture Limited

June 2022 - May 2023

Vaughan, Ontario

- ⇒ Assist all customers as called in rotation.
- ⇒ Consistently met monthly quotas, and sales targets.
- ⇒ Help increase average sale, and closing ratios
- ⇒ Provide customers with product information, and specifications.
- ⇒ Maintain updated customer information including contact data, special interests, etc.
- ⇒ Maintain knowledge of all vendor products, pricing, options, finishes, details, etc.
- ⇒ Maintain thorough, up-to-date knowledge of all products, pricing and local competition
- ⇒ Monitor all open orders from placement to delivery.

B2B and Retail Sales Consultant (FT)

New Advance Wireless.

2019 - 2021

Toronto, Ontario

- ⇒ Assisted clients with purchases, concerns, and product information.
- ⇒ Consistently met monthly quotas in both sales and in the accumulation of new accounts.
- ⇒ Handling accounts payable and accounts receivable.
- ⇒ Create/maintain customer relationships with both B2B and retail clients

Qualifications Summary

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|----------------------------|---------------------|
| ⇒ Communication Skills | ⇒ Microsoft Excel |
| ⇒ Critical Thinking | ⇒ Microsoft Word |
| ⇒ Negotiation Skills | ⇒ Microsoft Project |
| ⇒ Detail Oriented | ⇒ Teams |
| ⇒ Collaborative | ⇒ Google Suite |
| ⇒ Fast Learner / Coachable | ⇒ Revit |
| ⇒ Sales | ⇒ Bluebeam |
| ⇒ Finance | ⇒ AutoCAD |
| ⇒ Detailed Appraiser | ⇒ DealerTrack |