

Hamza Khattak | M.Eng

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PROFESSIONAL SUMMARY

Results-driven **Project Coordinator** with over 2 years of experience managing large-scale infrastructure projects, with a strong focus on **cost-efficiency**, **process optimization**, and **strategic planning** to drive project success. **Holds a valid driver's license.**

SKILLS & TOOLS

Quantity Takeoffs	Procurement	Contract & Specifications Review
Project Coordination	Resource Allocation	Drawing Interpretation
Project Documentation	Bid Documentation	MS Project
Cost & Budget Tracking	Project Cost Estimation	Bluebeam REVU
Change Order Management	Safety & Risk Management	Oracle Primavera P6
Project Scheduling & Planning	Field Supervision & Support	PlanSwift Procore Bid2Win
Work Plan & Package Preparation	Labor Relations Management	MS Office (Word, Excel, Outlook)
Quality Assurance	Client Relationship Management	Autodesk (CAD, Revit, Naviswork)

EXPERIENCE

Project Coordinator

Dilawar Khan And Sons – Pakistan

Sep 2021 – Dec 2022

Diamer-Bhasha Dam Project is a \$14 billion mega-project on the Indus River featuring the world's tallest roller-compacted concrete dam (272 meters) including a 1-km tunnel, an 857-meter canal, and two cofferdams.

- Responsible for managing and streamlining **construction documentation** processes, including **Request for Information (RFIs)**, **Request for Quotation (RFQ)**, **Quotes for Change (QFC)**, **change orders**, **submittals** ensuring precision and timely approval to *avoid project delays and cost over-runs*.
- Communicated project details and **safety protocols** to subcontractors and stakeholders, ensuring **compliance** with industry standards, *safety regulations*.
- Provided Project **progress tracking** by compiling daily, weekly and monthly **progress reports**, presented KPIs to stakeholders & project management team, compile and communicate **minutes of meetings**.
- Conducted onsite **quality control inspections**, ensuring subcontractors work met project specifications.
- Took active part in creating **tender documentation**, analyzed bids for subcontractor selection, and provide recommendations that aligned with stakeholder & project requirements.
- Played a crucial role in **project planning & procurement phase**, ensuring optimal **resource allocation** and operational efficiency for infrastructure projects amounting to \$20 million.
- Spearheaded *safety standards* by conducting regular **Job Hazard Analyses (JHAs)** and lead on-site **safety meetings**.
- Successfully achieved *zero lost-time incidents* while supervising a team of over 50 staff including technicians and construction workers.

Junior Project Coordinator

Communication And Works Department, Government of Pakistan

Mar 2020 – Jul 2020

C&W was awarded a \$5M construction project for Public School & College for girls in a rural area of province

- Supervised **construction site activities**, ensuring compliance with project specifications, **safety protocols**, and **construction schedules**.
- Served as the key liaison between the project team, educational officials and local stakeholders, aligning construction activities with the college's specific needs.

- Managed **document control**, ensuring timely updates of project documentation, including daily and weekly reports, shop-drawings, RFIs, and contracts, with a focus on accuracy.
- Oversaw worker performance, upheld safety protocols, and implemented **quality control** measures to ensure high construction standards, and provided **administrative duties**.
- Supported management in tracking project progress, including **scheduling** and **labor relations management**, ensuring project delivery without delays.

PROJECTS

Concordia University – Loyola Campus Energy (CFI) Building

- Utilized **RS Means & PlanSwift** to analyze material, labor and equipment costs.
- Modelled historical data to draft a complete **bidding documentation**, acted as a crucial liaison between project stakeholders, subcontractors and vendors ensuring a streamlined project procurement process.
- Prepared the **construction estimation**, including **quantity takeoffs** for the new energy building at Concordia University's Loyola Campus.
- Responsible for Project **planning & scheduling** including periodic **reporting & tracking** using project site drawings, technical specifications.
- Ensuring project timeline was met utilizing **Critical Path Method (CPM)** and **Work Breakdown Structure (WBS)**.

Integrated BIM-Based Construction Management

- Performed model-based QTO and cost estimation using **Autodesk Construction Cloud (ACC)** and integrated 4D BIM schedules with dynamic simulations in **Navisworks Manage** to optimize project timelines.
- Conducted **clash detection** resolving conflicts through rule-based strategies for seamless interdisciplinary coordination, *avoiding construction rework, cost overruns & project delays*.
- Developed comprehensive **construction workflows**, integrating procurement planning and temporary structures to enhance constructability and compliance with project specifications.

EDUCATION

Master of Engineering (M.Eng.) Construction Engineering and Management

2023 - 2024

Concordia University, Montreal, Quebec

- Grade Point Average: 3.45/4.2

Bachelor of Science (B.Sc.) Civil Engineering

2017 - 2021

University of Engineering and Technology, Pakistan

- Grade Point Average: 3.60/4.0

CERTIFICATIONS

Oracle Primavera P6 PPM Professional

Certified Associate in Project Management (CAPM)- In Progress

Procore Certified – Estimator

Procore Construction Management

Bluebeam Revu