

MAHESH THOTTE

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PROFESSIONAL SUMMARY

A highly skilled and experienced Construction Management Professional with 5+ years of experience in Project Coordination and Estimating construction projects of various sizes and complexities. Proficient in project management tools and software, cost estimating and scheduling, and contract management. I have a comprehensive understanding of the National Building Code, Construction Drawings, and CSI Master format specifications. Demonstrated high initiative by taking up multiple construction projects and delivering the best presentation and leadership qualities. Excellent communication skills, able to coordinate effectively with stakeholders, subcontractors, and team members to ensure project success. Experienced in residential, municipal infrastructure, and exterior development works.

CORE COMPETENCIES

- Project Coordination and Management
- Project Cost Estimating and Bidding
- Budgeting and Scheduling
- Blueprint Reading and Interpretation
- Risk Analysis Management
- Contract Negotiation and Management
- Building Codes and Regulations
- Document Management
- Procurement and Resource Allocation
- Cost Control and Analysis

EDUCATION

Master of Engineering in Civil Engineering - Construction Management.
Concordia University - Montreal, QC

01/2020 to 12/2021

WORK EXPERIENCE

Assistant Project Manager, estimating

02/2022 to Present

Terragon Site Construction Ltd., Bolton, ON, Canada

Managed multiple exterior development projects with a combined value of over CAD 23 million dollars during my tenure as an APM in both residential (high-rise) and commercial sectors throughout Ontario.

- Prepared detailed cost estimates, project timelines, and budgets using estimating software and Microsoft Excel, and assisted the project manager in preparing tender documents.
- Reviewed project specifications and drawings to determine the scope of work and required materials.
- Analyzed & incorporated personal experiences & historical data to prepare accurate estimates, which aided to secure the job.
- Conducted bid review meetings with the project manager, and business management to finalize bids, markup, and strategies to achieve 100% estimated profits.
- Produced 180+ accurate takeoffs by using PlanSwift software & prepared estimates by using the company cost database.
- Monitored procurement schedules to ensure timely delivery of materials and equipment.
- Coordinated and led weekly progress meetings with subcontractors and trades.
- Ensured compliance with safety regulations and conducted on-site safety inspections.
- Attended project ramp-up site meetings with clients, subcontractors, and site supervisors to discuss project deliverables and keep project timelines on track.
- Reviewed and approved subcontractor invoices based on work progress and contract terms.
- Prepared and maintained accurate project documentation, including meeting minutes, invoices, permits, and contracts.
- Processed RFQs, RFPs, RFIs, change orders, and material substitution requests efficiently.
- Built and maintained strong relationships with developers, clients, consultants, architects, and suppliers.

Field Coordinator

09/2017 to 12/2019

Greater Hyderabad Municipal Corporation, Hyderabad, India

Played a key role in the successful completion of a massive residential project of 2484 dwelling units constructed in 14 high-rise buildings valued at over CAD 35 million dollars. Oversaw the project from start to finish, including the procurement of materials, hiring of subcontractors, and coordination of on-site activities.

- Managed and oversaw the construction of a high-rise residential project, enforcing compliance with safety regulations, quality standards, and project specifications.
- Collaborated with the project team to develop and implement business plans, budget allocations, and manpower requirements.
- Conducted regular site inspections and provided progress reports to the project manager and stakeholders.
- Identified and resolved construction issues and conflicts that arose during the construction process.
- Developed and maintained project schedules and timelines, assuring that 90% of the construction projects are completed on time and within the budget.
- Supervised and managed construction crews and subcontractors, maintaining that work was completed to the highest quality standards.
- Maintained accurate and up-to-date records of all construction activities, including daily reports, work orders, & change orders.

Civil Engineering Intern

03/2016 to 09/2016

Larson & Toubro, Hyderabad, India (Project: Hyderabad Metro Rail Limited)

- Supported the coordination of project-related activities, including logistics, materials, and equipment.
- Monitored project progress and performance against the technical designs, drawings, and the project schedule.
- Participated in the review and negotiation of contracts with subcontractors and suppliers.
- Assisted in the preparation of cost-track reports, performance measurements, and workload forecasts.
- Maintained professional working relationships with all team members while serving as team leader for more than 10 interns.
- Completed daily activities with precision and efficiency, as well as quickly picking up new skills and using them to improve productivity.

ENGINEERING SOFTWARE

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| • Autodesk (AutoCAD and Revit) | • Bluebeam, B2W Estimate |
| • MS Office Suite (Word, Excel, PowerPoint) | • Microsoft Project and SharePoint |
| • PlanSwift | • Procore |

PERSONAL SKILLS

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| • Strong organization, analytical, critical thinking, and problem-solving skills. | • Strong written and oral communication skills. |
| • Possess high degree of accuracy and attention to detail. | • Ability to multitask and prioritize tasks effectively. |
| | • Ability to work in team environment. |

MEMBERSHIPS AND CERTIFICATIONS

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| • Microsoft project all (Udemy Certification) | • Canadian Society for Civil Engineers (ID: 095008) |
| • AutoCAD and Revit | • Procore certified engineer |
| • Qualified and working towards EIT | • Working towards PMP Certification. |

ACCOMPLISHMENTS

Building, Civil, and Environmental Engineering (BCEE) Department Representative

05/2020 to 04/2021

ECSGA – Engineering and Computer Science Graduate Association, Concordia University

- Acted as a liaison between BCEE department faculty and students to solve issues and to enhance better student life.