

Professional Summary

PMP-Certified and results-driven Construction Project Coordinator with 8+ years of experience delivering residential and mid-rise developments from pre-construction through closeout. Currently enrolled in the Construction Project Management Certificate at George Brown College (Toronto), accredited by CIQS, to deepen expertise in cost control, scheduling, and Canadian contract administration. Adept at coordinating design and construction teams, managing RFIs, submittals, and change orders, and ensuring quality and safety compliance on site. Recognized for strong communication skills, attention to detail, and the ability to maintain timelines and budgets in fast-paced project environments.

HIGHLIGHTS OF QUALIFICATIONS

- Strong knowledge of project coordination, scheduling, and contract administration.
- Experienced in **Preparing RFIs, change orders, subcontractor invoices, shop drawings, and progress reports.**
- Skilled in vendor negotiation, procurement, and subcontractor management.
- Effective communicator with experience in **client and stakeholder management.**
- Experience supporting **large-scale residential and civil projects with cost-effective delivery strategies.**
- Strong organizational skills with ability to manage multiple priorities in fast-paced environments.

PROFESSIONAL EXPERIENCE

Soma Bay Developments- Sr. Project Coordinator

July 2024 -Sept 2025

- **Project Coordination & Planning:**
 - Assist project managers/engineers in developing project schedules, work plans, and deliverables.
 - Monitor project timelines, milestones, and budgets to ensure alignment with goals.
 - Maintain project documentation, reports, and progress trackers.
- **Communication & Stakeholder Management:**
 - Act as the liaison between project teams, clients, contractors, and consultants.
 - Organize and facilitate project meetings, prepare meeting minutes, and follow up on action items.
 - Ensure smooth information flow across departments and external partners.
- **Resources & Task Management:**
 - Coordinate assignments and workloads among engineers, technicians, and contractors.
 - Track procurement, material deliveries, and vendor activities.
 - Support compliance with safety, quality, and regulatory standards.
- **Monitoring & Reporting:**
 - Collect and analyze project data to identify risks, delays, or resource gaps.
 - Prepare status updates and reports for management and stakeholders.
 - Assist in quality assurance and ensure adherence to engineering standards.

SCAS for Construction and Finishing - Sr. Project Coordinator

Feb 2022 - July 2024

- Reviewed contract documents, drawings, BOQs, and **shop drawings** to support planning and execution.
- Prepared and revised subcontractor invoices; tracked and logged variation orders.
- Negotiated with suppliers and subcontractors to achieve cost savings.
- Organized project meetings and prepared progress reports for management.
- Maintained accurate project records and daily site logs

CRC-DORRA–Azzar Project Technical Office Engineer

Apr. 2019- Feb. 2022

- Prepared baseline schedules, cost breakdowns, and dashboard reports.
- Processed subcontractor and client invoices, supporting cost control activities.
- Assisted with tender documents and bid preparation
- Supervised daily site activities to ensure compliance with specifications and safety standards.
- Coordinated inspections with consultants and quality control teams.
- Prepared weekly progress reports for senior management

FALCON cpm for Project Management & Contracting

Planning and Control Engineer

Dec. 2018 – Apr. 2019

Job Duties:

- Developed baseline schedules and monitored project progress.
- Reviewed supplier POs and tracked compliance with quality standards.
- Reported on schedule performance and critical path activities

Nazar AL-Mimari –PMP ®, Senior Project Coordinator

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SSG Contracting LLC–American University in Cairo

Aug 2018 – December 2018

Site Fit out Engineer

- Supervised fit-out activities, ensuring alignment with design specifications.
- Managed material procurement and implemented cost-effective solutions

EDUCATION

- **George Brown College, Toronto, ON**

Certificate in Construction Project Management | 2025 – Present

- Focused on estimating, scheduling, cost control, bidding, and contract administration in the Canadian construction industry.
- Program accredited by the Canadian Institute of Quantity Surveyors (CIQS).
- Completed hybrid coursework covering construction project management practices aligned with Ontario Building Code and industry standards.

- **BSc Degree in Construction & Building**

From AASTMT Graduation year: June 2018

GPA: 3.60. "Excellent"

Graduation Project in Project Management Grade: A+"Excellent"

COMPUTER SKILLS

Primavera P6 | AutoCAD | Revit Structure | SAP2000 | ETABS | SAFE | PlanSwift | MS Office Suite

COURSES

- PMP® Certification – Project Management Institute
- Construction Project Management Certificate – George Brown College, Toronto (2025)
- Ontario Building Code Awareness (Online Module, 2025)
- Communication, Negotiations, Conflict Resolution – VRCA, Canada
- Construction Culture in Canada – BCCA, Canada
- Tendering, Cost Control & Estimation – Multiple Programs (Egypt, UK)
- Revit Structural (Autodesk Certificate of Completion)
- FIDIC Contracts Training

P.S. "Kindly note that references are available upon request."