

Rupesh Kumar Yadav

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OBJECTIVE: Versatile Site Coordinator and Engineer with strong experience in project management, technical support, and site coordination. Adept at resolving construction challenges, managing documentation, and ensuring compliance with engineering standards. Seeking to leverage expertise in both field work and project administration to contribute effectively to a forward-thinking construction team.

HIGHLIGHT OF QUALIFICATIONS

- Knowledge of contracts, plans, specifications, construction methods, materials, and regulations.
- Strong supervisory, developmental, and mentoring abilities.
- Knowledge of safe work practices (Health & safety precautions)
- Effective communication with trades and stakeholders
- Great team player and motivator, flexible, multitasker; very passionate
- Work well under pressure, independently and as a team.
- Valid Full G Class Ontario Driver's License with access to a personal vehicle.

CONSTRUCTION SKILLS

- ❖ Reading & Interpreting Blueprints with strong supervising skills related to construction and manpower.
- ❖ Proficient in MS office (Word, Excel, PowerPoint, Outlook), AutoCAD, Bluebeam Revu, Adobe, Google drive
- ❖ Certifications: WHIMS, WHSA, OHRC, Working at Heights, Training of Trainers (ToT), Standard First Aid "A" CPR

EDUCATION

- **Post Graduation in Construction Project Management** - Lambton College, Toronto September 2021 – April 2023
- **Bachelor' in Civil Engineering** - Tribhuvan University, Nepal November 2011 – March 2016

EMPLOYMENT HISTORY

Site Administrator: Ballantry Homes 17th July, 2023 - Present

- Progress Reporting: Compiled and submitted weekly site progress reports to the Construction Manager, ensuring timely and accurate updates on project milestones.
- Procurement Management: Managed purchase orders, including issuing site-specific POs under the direction of the Site Supervisor. Coordinated the acquisition of tools and equipment, either through purchase or rental, to meet site needs efficiently.
- Trade Coordination: Engaged with various trades to align on project schedules, address deficiencies, and ensure adherence to site timelines.
- Document Management: Organized and maintained critical project documents, including change orders, kitchen layouts, architectural drawings, and color charts, ensuring easy access and reference.
- Client Interaction: Facilitated frame walks with homeowners, guiding them through their units to identify and address any discrepancies, missing trades, or extras.
- Inspection Preparation: Prepared necessary documentation for occupancy permits and inspections, including framing, plumbing, and HVAC. Coordinated inspections via the E-plan website and Enbridge.
- Safety Compliance: Monitored and followed up with trades regarding safety certificates and conducted Safety Toolbox Talks to uphold site safety standards.
- Deficiency Management: Collaborated with the Site Supervisor to track and resolve unit deficiencies, ensuring completion aligns with project standards.
- Communication and Coordination: Managed site-related communications, addressing issues raised by trades and facilitating resolutions with the Site Supervisor.
- Field Support: Provided hands-on assistance to the Site Supervisor, contributing to the smooth execution of field tasks.

Field Coordinator Co-op: EllisDon Corporation

9th January, 2023 – 21st of April, 2023

- Assist the Project Manager and Superintendent in project administration and field work.
- Provide technical engineering information and interpretation of plans, detail sheets, and specifications for contractors.
- Report accurate quantities for labor cost reports and accurately monitor material ledgers to ensure quantities in the estimate are sufficient to complete the project.
- Find solutions to conflicts in structural, architectural, mechanical, and electrical drawings and specifications and follow-up with consultants and sub-trades to completion.
- Review, interpret and update construction schedules.
- Perform layout work competently, accurately, and efficiently.
- Coordinate inspections, inspect falsework, and monitor installation of rebar to ensure conformance to structural drawings.
- Ensure construction work complies with all engineering standards, codes, specifications, and design instructions.
- Proficient using Fieldwire for deficiencies, updated site instructions and updated drawings.
- Perform and support in completing subtrade takeoffs for site coordination.
- Support site team in coordination with organizing shop drawings and approvals, mainly millwork.
- Use of Gate III to organizing shop drawings and understanding RFIs from subtrades and project co-owners.

Field Supervisor: Socio-Technical Facilitation and Consultation (STFC) Project, Rolling Plans

25th March, 2019 - 30th September, 2021

- Monitored owner-driven housing reconstruction (including retrofitting) in the assigned area, ensuring compliance with the National Building Code and earthquake resistance techniques.
- Provided engineering advice and safe construction advice to local homeowners, builders, and partner organizations' staff.
- Provide as-built architectural and structural drawing of the construction to respective beneficiary.
- Take required measurements onsite and draft site plan and location plan of beneficiaries' construction using Auto-cad.
- Liaised and coordinated with local government bodies/DLPIU engineers, community leaders, and other relevant stakeholders on technical issues.
- Coordinated and worked collaterally with Technical Assistant in implementing housing construction.
- Prepared and submitted a progress report of housing construction under his/her purview.

Technical Assistance Engineer: TPIS-ERP, Japan International Cooperation Agency (JICA)

23rd May, 2017 - 31st January, 2019

- Provided technical assistance on housing reconstruction for the victims of "The Great Gorkha Earthquake-2015" in JICA target area.
- Supervised and mobilized "Mobile Masons" effectively in the employed area for providing efficient aid in construction and retrofitting.
- Monitored construction of beneficiaries' building until completion and made them certain to attain compliant status with National Building Code and earthquake resistance technique.
- Guided beneficiary to conveniently acquire subsidy allotted by Nepal Reconstruction Authority.
- Provided a daily report on the progress of reconstruction in the area of assistance.

Main Trainer (Engineer): Training Centre Nepal (TCN)

1st January, 2016 - 22nd May 2017

- Delivered, assessed and where necessary, offered support to learners engaged in earthquake resilient construction learning course of seven days, in accordance with the guidelines of Nepal Reconstruction Authority (NRA) and JICA.
- Created suitable manpower to build seismically resistant rural buildings under TPIS-ERP, JICA project.
- Generated trainers who can edify practical training to the rural masons in the field.

Professional Accomplishments

- Recognized as "Engineer of the Year" and "Engineer of the Month" for exemplary work in TPIS-ERP project.
- Ranked in the top 1.4% of applicants in the Tribhuvan University engineering entrance exam, earning a spot in the highly competitive Civil Engineering program in Pulchowk Engineering Campus.