

Mujib Raji

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SUMMARY

Results-driven, PMP- and PMI-CP-certified construction professional with over five years of experience in project coordination and site operations. Experienced in project documentation, RFIs and submittals, daily reporting, site progress tracking, subcontractor coordination, drawing review, and document control. Proficient in Procore, Microsoft Office, MS Project, and Bluebeam, with strong organizational skills and experience supporting both field and project management teams.

WORK EXPERIENCE

01/2019 – 09/2023	PROJECT COORDINATOR NESTLÉ - Tracked critical-path activities and maintained project schedules in MS Project to support on-time project delivery. - Streamlined project tracking and reduced administrative delays by 30% through implementing digital logging systems. - Coordinated RFIs, submittals, progress reports, meeting minutes, and project tracking logs, ensuring construction documentation was organized and communicated to project stakeholders. - Contributed to a 15% reduction in project costs by coordinating change orders, monitoring budget variances, and supporting progress billing. - Supported contract administration through document control and project correspondence.	Lagos, Nigeria
03/2015 – 11/2018	ASSISTANT SUPERINTENDENT ARBICO - Directed daily subcontractor activities and coordinated site logistics, material staging, field progress, and daily reporting to minimize sequencing conflicts and keep project milestones on track. - Enforced OHS/HSE compliance and quality standards across all active trades, ensuring work met project specifications. - Reviewed architectural and structural drawings to verify framing alignment, resolve field conflicts, and ensure compliance with project requirements. - Conducted quality inspections and site walkthroughs with consultants and trade supervisors to identify deficiencies and coordinate corrective actions before final handover. - Participated in site coordination and safety meetings, communicated daily work plans, and resolved trade conflicts with supervisors and consultants.	Lagos, Nigeria

EDUCATION

01/2025 – 04/2026	George Brown Polytechnic Construction Engineering Technician (Honours)	Toronto
01/2024 – 08/2024	Centennial College Postgraduate Certificate, Project Management	Toronto
09/2009 – 10/2013	University of Ilorin Bachelor of Science, Economics	Nigeria

CERTIFICATIONS	Project Management Professional (PMP) Project Management Institute	05/2025
	PMI Construction Professional (PMI-CP) Project Management Institute	07/2026
	Procore Superintendent Certification Procore	05/2026
	WHMIS Canada Safety Training Centre	07/2026

SKILLS	Project Documentation & Document Control	RFIs & Submittals Management
	Daily Site Reporting & Progress Tracking	Construction Drawings & Specifications
	Change Order Coordination	Subcontractor Coordination
	Site Logs & Record Keeping	Site Operations & Field Coordination
	Purchase Orders & Procurement Support	Site Logistics & Material Coordination
	Health & Safety Compliance	Microsoft Office Suite
	Procore	Bluebeam

ADDITIONAL QUALIFICATIONS

Valid Ontario G Driver's Licence
Reliable personal vehicle