

HUSBAAN KHAN
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PROFESSIONAL SUMMARY

Dynamic and results-oriented Project Coordinator with a proven track record of driving successful construction projects across Canada and India. Expertise in managing complex schedules, budgets, and teams, consistently delivering projects ahead of schedule and under budget. Skilled in leveraging tools like AutoCAD, Buildertrend, and Autodesk to enhance design precision, reporting efficiency, and overall project execution. Adept at negotiating with suppliers, optimizing workflows, and ensuring strict compliance with OBC and safety standards. Strong relationship-building skills, leading to increased client referrals and project inquiries, while boosting team productivity and operational efficiency.

SKILLS

- Designing Skills: AutoCAD, STAAD Pro, ETABS, Revit.
- Management Skills: MS projects, Primavera P6, Fishbowl, Builder trend, Autodesk.
- CRM & Communication Skills: ZOHO, Blue beams, Outlook.
- Soft Skills: Coordinating, Leadership, Drafting, Surveying, Marketing.

EXPERIENCE

Floor and Decor, Mississauga, Canada

April 2025 – Present

Project coordinator

- Coordinated 12–18 residential and commercial renovation projects annually, achieving a 95% on-time completion rate through effective scheduling and stakeholder coordination.
- Prepared 20+ cost estimates, quantity take-offs, and bid proposals per month, maintaining budget variances within 3–5% of projected costs.
- Conducted 8–10 site assessments monthly to verify project scope, collect field measurements, and support project planning and resource allocation.
- Managed communication among 25+ clients, subcontractors, suppliers, and internal stakeholders, reducing project delays by approximately 15%.
- Tracked project schedules, procurement activities, RFIs, and change orders, contributing to a 20% improvement in workflow efficiency.
- Coordinated material procurement and delivery schedules, maintaining a 98% on-time material availability rate for active projects.
- Supported quality assurance and safety compliance initiatives, contributing to a 100% incident-free record across assigned projects.

Artreum Homes, North York, Canada

May 2024 – March 2025

Project coordinator

- Managed project schedules, materials, and subcontractors, ensuring timely completion 10% ahead of schedule while maintaining 95% compliance with OBC standards.
- Led site preparation, markings, and takeoff estimates, optimizing budgeting and workflow efficiency.
- Oversaw quality control by verifying work before inspections and documenting daily progress using Autodesk and Bluebeam, improving reporting efficiency by 20%.
- Negotiated with suppliers, reducing material costs by 12%, and streamlined communication across teams to deliver three \$2.5M projects.

- Prepared and issued Purchase Orders for materials and subcontractors, monitored procurement schedules, and coordinated vendor deliveries to minimize project delays by 15%.
- Produced detailed quantity takeoffs, processed change orders, and maintained accurate project cost records and documentation, ensuring timely approvals and effective budget control.

BTAAM, Hyderabad, India

June 2022 - December 2022

Jr project engineer

- Led a 5-member team, executing tasks with precision and maintaining Service Level Agreements while analyzing project parameters to improve efficiency by 5%.
- Monitored project progress, ensured alignment with timelines, and optimized employee workloads through strategic coordination with management.

Imarath Consulting Services (ICS), Hyderabad, India

December 2021 - May 2022

Site engineer

- Collaborated with senior engineers on structural calculations for a 5-story residential building and attained quality assessments and dimensional checks on materials, ensuring adherence to budget limits (under 10%) over 6 months.
- Gained hands-on experience on a 13,560 sqft construction site under supervision, overseeing material usage and ensuring quality control throughout the project.

EDUCATION

Post Graduation

January 2023 – August 2024

Lambton College

Mississauga, Canada

Advance Project Management and Strategic Leadership

Bachelors (BE)

June 2017 - June 2021

Osmania University

Hyderabad, India

Civil Engineering

LANGUAGES

- English, Hindi, Urdu, Telugu