

AMIT RAO

12172 94 Ave, Surrey, BC

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QUALIFICATION SUMMARY

- MEng graduate with knowledge of engineering project management. Experience in project coordination, team management, resource management and allocation on site, updating schedule, and blueprint interpretation. Seeking a full-time opportunity in the construction industry.

TECHNICAL SKILLS

- Project Management skills
- Skilled multi-tasker
- Technical communication
- Proficient in reading structural and architectural drawings.
- Self-motivated and result driven

SOFTWARE SKILLS

- MS Project (Planning and Scheduling)
- Tekla Structure (Beginner Level)
- AutoCAD
- Revit, Navisworks
- Procore
- Bluebeam

RELEVANT WORK EXPERIENCE

WWICS ESTATES | IMPERIAL HEIGHTS | CO-OP

Jan 2019 – May 2019

Project: Construction of 396 residential flats inside 11 towers; Budget: \$15M CAD

- Assisted the Project manager in establishing critical path, schedule timeline, and milestones. Also monitored execution of the designed schedule at the site.
- Prepare progress drawing submittals on AutoCAD, schedules on MS Project, generate RFI's and do cost accounting for an extra work order (EWO).
- Assisted in the development and maintenance of project documentation by organizational criteria, including planning, engineering calculations, site inspection, decision-making, data analysis, daily production reports, design briefs, and project charters.
- Verified work progress as per IFC drawings on regular basis.
- Attending daily crew meetings, working with non-compliance reports (NCR), preparing as-built drawings.
- Prepared Minutes of Meeting (MOM) for weekly meetings, and I made certain that all the issues identified by the field team, or the client were properly discussed and addressed.
- Provided project updates to internal and external stakeholders, regulatory bodies, and senior management as needed.

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May 2018 – July 2018

- Cross verified and monitored bar bending schedule at the site.
- Assisted cost estimation and resource management team of the project.
- Monitored implementation of the designed structural floor plans on the field.
- Tracked crew hours and daily/weekly updates.

EDUCATION

MEng in Civil Engineering (3.9 GPA)

Sep 2020 - Dec 2021

University of Windsor, Windsor, Canada

Related coursework: Engineering Project Management (PMBOK), Building Information Modeling (BIM), Design, Deterioration and Repair of Concrete, Fundamental Environmental Engineering, Freight Transportation Analysis, Design of Structures Using Modern Tools and Canadian Codes (STAAD-Pro).

Bachelor of Civil Engineering (7.35 CGPA)

July 2015 - May 2019

Panjab University, Chandigarh, India

Related coursework: Construction Planning & Management, Steel Design, Concrete, Bridge Design, Reinforced Concrete Design, Building Construction, Transportation Engineering, Survey Engineering, Estimation and Costing.

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RELEVANT ACADEMIC PROJECTS

Project – Building Design

University of Windsor, Windsor, Canada

August 2021

- Designed and planned many draft layouts of the office building with a total floor area of 20,000 square feet using AutoCAD.
- Finalized the plan suitable for the project and created a 3D model of the building; and also for interiors and exteriors of each level using Revit.
- Performed cost estimation of the building.
- Utilized Navisworks to create a real-time model.
- Visually represented the construction process with assigned period of schedule for each part of construction.

Project - Self Healing Road

November 2018

Panjab University, Chandigarh, India

- Gathered the essential data required to create the models of Self-Healing Road.
- Created many small prototype models using the principles of the Self-Healing Road.
- Performed tests to check the workability of the created models along with the team.
- Gave the presentation on behalf of the whole team.

MEMBERSHIP AND CERTIFICATIONS

- Canadian Society of Civil Engineering: Active Member
- Project Management Institute: Active Member
- American Society of Civil Engineering: Active Member
- Ontario Society of Professional Engineers: Active Member
- Procore: Student certificate construction management software provided by PROCORE Technologies.
- MS Project: A certified PMP instructor provides a project management software certificate on the Udemy platform.
- AutoCAD: Creating and editing AutoCAD Drawings, plans and, layouts. Certificate received from Udemy platform.
- LEED Green Associate: Preparation certificate gained by completing the course on the LinkedIn learning platform.
- French: DELF (Diplôme d'études en langue française) Level A2

VOLUNTEER EXPERIENCE

Student Body - President

July 2018 - June 2019

National Service Scheme - Student Head and Member

July 2015 - June 2019

- Successfully planned and conducted several health camps, blood donation camps.
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