

# Rohith Nediyrrippil Ajayan

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## Professional Summary

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### Project co-ordinator / supervisor

Experienced Construction supervisor/coordinator/site engineer graduated from University of Calicut in 2015 ,evaluated by World Education Services (WES), as equivalent to a four-year Canadian bachelor's degree. Have worked 4 years for managing the construction sites, Quality inspections , sub contractors and project management for various projects.Also have diploma in building design authorized by Autodesk.

### Skills

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- Bachelors degree in civil engineering, construction management, project management with an excellent academic performance with the completed internship.
- 4 years of project coordination of construction projects, Quality inspections of materials, work inspections at site and attending projects meetings.
- Knowledge about preparing daily, weekly and monthly reports of work progress, Reviewing and interpret construction drawings. Reviewing method statement and risk assessment report.
- Knowledge about Microsoft office to prepare the reports and Auto cad to check the construction drawings.
- Ability to establish strong relationship with clients, consultants, Architecture, project management team and contractors.
- Highly organized, detail oriented and excellent communication skill-gained through academic and professional projects.

### Working experience

Deemahstone LLC,Qatar

#### Project site Engineer/coordinator

Nov 2017 – August 2019

Have gained deeper knowledge on working of the construction projects in new technologies as well as comprehending the duty and responsibilities of a site engineer at a project in Qatar. Acquired better skills and knowledge in the working and maintenance of various structures.

#### Responsibilities and Duties:

- Give actual datas to supervisor to setting out of work, manage the site by coordinating with other contractors.
- Reviewing client specifications and requirements and strive to achieve full compliance with all required standards.
- Being the liaison between site manager, office administration and project managers.
- Managing project activities throughout the lifecycle, including resourcing, scheduling, documentation, budget, and other factors.
- Tracking and distributing instructions and changes to trades and other parties who may be affected by the change. Document changes made.
- Tracking project progress and reporting to the management team via a formal communications plan
- Prior to the start of the project, creating a submission list to be used for construction
- Providing administrative support to project managers and project management team.

- Ensuring safety obligations with clients are carried out as per the terms of the agreement and communicated to the Project Manager and Supervisors.
- Implement the Quality Assurance/Quality Control management system at site
- Coordinating all site inspections with the site subcontractors. Ensuring that all submissions and inspection reports are accurate/in compliance and that all attached documents are current status, as per the timelines in the contract
- Coordinate with procurement department regarding the materials required to the work site.
- Attend meetings with client and sub contractors. Manage the work at site to complete within the deadline.
- Prepare the weekly/daily progress report to the project manager and clients.
- Close the NCR and CAR after the corrective actions as per the clients requests.

Process construction, Qatar

**Project co-ordinator**

Dec 2016 – Nov 2017

**Responsibilities and Duties:**

- Coordinate with the clients for the project requirements.
- Prepare and submit the required documents to the clients and project manager.
- Calculate the manpower hours and submit the invoice to the clients at the end of month.
- Coordinate with the design department according to site changes and clients instructions.
- Coordinate with inspection departments to close the NCR and CAR
- Assist HR department to hire new employees for the new projects.
- Submit the material request to the project manager and administration.

Atlantic packaging products, Toronto.

**Ink technician**

June 2020-Present

**Responsibilities and Duties:**

- Coordinate with supervisor and operator regard the new orders.
- Check the ink specification of every orders and check the quality of inks for the new order.
- Check the PH and viscosity of ink for the smooth run of press.
- Adjust the strength of inks to match with the standard specifications.
- Check the quality of print at web.
- Check the quality of printed sample through various quality tests.

**Education**

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University of Calicut | Kerala, India

**Bachelor of Technology in Civil Engineering (4 years), evaluated by World Education Services (WES), as equivalent to a four-year Canadian bachelor's degree.**

August 2011 – August 2015

- This program gave an outlook on how wide the field of Civil engineering is and the various opportunities in this field. It gave an idea of the working culture and the industry expectations.
- Relevant courses completed: Foundations, Geotechnical engineering, structural design, concrete structures, Hydraulics and irrigation engineering, Project management
- **Key Achievements:** CGPA 7.5
- **Completed the internship at Beverle park construction, Thrissur**

Cad centre | Kerala, India :**Diploma in Building design and project management**

September 2015 – December 2015

- This program gave an idea of how we can use the various software in construction field and project management.
- Relevant courses completed: Autocad,Revit,3D,Primavera

**Certificate of training in Lift truck operator training and is certified to operate counterbalance lift truck(Forklift license -expire date July 28 2023)**

### **Declaration**

I do hereby declare that all the information furnished above is true and I am ready for any kind of confirmation enquiries. Assuring dedicated and best services with utmost commitment. Willing to accept any sort of challenging job related to construction.

ROHITH AJAYAN