

KEYURKUMAR MANIYA

M. Eng. Civil (Construction Management), CAPM®

Ottawa, ON | +1 (438) 355-1226 | keyurmaniya72@gmail.com | <http://www.linkedin.com/in/kmaniya>

Detailed oriented and highly motivated certified project management associate with 1+ years of experience in mid-rise residential projects. Seeking a challenging opportunity where my skills, experience and academic background can be utilized, implemented, and developed. And add the value to company by successful deliverables.

Key competencies & Technical skills:

Field Coordination | Site inspection | Quality Control | Scheduling | Cost Estimation | Microsoft Office (MS Project; MS Outlook; Excel -LOOKUP/Pivot Table) | Revit (BIM) | AutoCAD | Procore | Primavera P6

Soft skills:

Self-dedication | Time Management | Problem solving | Executive | Adaptation | Strategic planner | Communication | Critical Thinking

EDUCATION

Master of Engineering, Civil

(Major: Construction Management)

[Concordia University, Montreal, Quebec](#)

May 2019-Aug 2021

Bachelor of Engineering, Civil

[Gujarat Technological University, India](#)

June 2013-May 2017

Relevant Experience

Junior Project Coordinator

[Prayosha Group of Construction, India](#)

July 2017 - Nov 2018

- Assisted the estimating team with quantity take-offs and unit costs for fabricating budget and with bidding process for contractor and vendors
- Provided support to the project manager with developing schedule, and keeping track record of Activities duration, major milestone & resource allocation
- Collaborated effectively with the site engineering team and field staff to coordinate work that complied with design & construction documents, safety & security, and site inspection
- Assisted the Project Manager with the change order logs, and with creating RFIs, RFQs
- Attended meetings to facilitate stronger communication, and helping to resolve critical issues among stakeholders by distributing meeting minutes
- Maintained up-to-date, accurate records of project documents like plans, submittals, document logs, purchase orders, etc.
- Monitored project progress report and budget for productivity and cost control
- Assisted project manager in preparing closing documents and coordination of lessons learn docs, and client feedback forms after successful scope validation

Other Experience

Assistant Kitchen Manager (Non-Technical; Part-time)

Dirty Dogs Resto-Bar, Montreal, QC

June 2020-Dec 2021

- Managed kitchen staff and coordinating food orders
- Ordered food supplies and stored them in compliance with safety practices
- Provide training to new staff and supervises food preps & cooking
- Schedule kitchen staff shifts
- Maintain sanitation and safety standards in the kitchen area

Sales Executive (Finance)

Jan 2019-April 2019

HDFC Bank Ltd., India

- Assisted in ensuring high levels of customer service orientation and application of bank policy
- Regularly did the meeting with clients, presented products, and collect necessary documents
- Reviewed and maintained complete relationship records for assigned customer accounts
- Assisted relationship manager to track customer complaints/queries and turnaround times for customer satisfaction
- Informed customers of new products or product enhancements to further expand the banking relationship

ACADEMIC PROJECTS

Residential Building Detail Cost Estimation

- Visited Residential Project with the team and create AutoCAD drawing
- Prepared comprehensive Work Breakdown Structure and detailed Quantity takeoff of assemblies like footing, floor, walls, ceiling, plumbing, and electrical & some interior work for detailed cost estimation; And did price assemblies from RS Means 2019
- Calculated final Bid price including total direct cost and market value analysis to compare it with the current market price

Expansion of Water treatment Plant

- The project aimed to expand the treatment plant from the existing 150000 m³/day to 200000 m³/day to protect existing facilities from overflowing
- Demolishing existing plant and build new seems foolish decision so we come up with an idea to developed small capacity plant alongside old plant with more effective results which fulfilled requirements of 0.1 million population every day
- Designed and simulate two treatment processes with GPS-X: Membrane Bioreactor (MBR) and Moving bed biofilm reactor (MBBR)

Certificates for Professional Development



Certified Associate of Project Management (CAPM)®, PMI.org, April 20