

# Jagjeet Singh

Ottawa, Ontario | [Jagjeet Singh \(LinkedIn\)](#) | +1(437)559-5624 | kjagjeetsingh07@gmail.com

## HIGHLIGHTS OF QUALIFICATION

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- **4+ years of work experience** encompassing project coordination of construction projects for multinational clients.
- Led **Principal projects & PJM projects**, ensuring on-time delivery and elevated final project quality without any time and cost overruns.
- Proficient in utilizing **Kahua**, MS Office, **MS Project**, MS PowerApps, Procore, and Primavera for efficient project management.

## WORK EXPERIENCE

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### DELTA Gaming, Toronto

Operations Associate

Feb,2023 – Present

- Joined as a part-time Operations Associate while pursuing post-graduation in Project Management.
- Generated and analyzed operational reports, identifying trends and areas for improvement.
- Collaborated with facility staff to coordinate activities and events, creating a positive and engaging environment.
- Efficiently managed inventory levels, conducting regular audits to ensure accuracy and reporting discrepancies.
- Stayed updated on gaming regulations and compliance requirements, ensuring adherence to all relevant laws and policies from AGCO and OLG.

### CBRE, India

Senior Project Coordinator

May,2022 – Oct 2022

- Led efficient development of retail outlets as a PJM Agent.
- Setup and meticulously maintained **project information** and **data** in the **Kahua** software for easily access to the data in a systematic manner.
- Prepared, monitored, and reviewed reports related to cost, schedule, progress, budget, and forecast, contributing to accurate **project performance tracking**.
- Oversaw **financial monitoring**, forecasting, and schedule progress, ensuring adherence to budget and timely completion.
- Liaised with clients, suppliers, and stakeholders in a professional and responsive manner, emphasizing high-quality service delivery.
- Conducted thorough **design reviews**, achieving significant reduction in execution errors.
- Directed monthly **progress updates**, maintaining detailed comparisons and **lookahead schedules** to enhance project efficiency.
- **Collaborated** with designers and subcontractors to collect necessary information for **change orders, estimates**, and close-out documentation.
- Coordinated the collection and organization of project **close-out documentation**, including as-built drawings, manuals, warranties, and **building permits**.

### Projects:

**UNIQLO, Chandigarh, India:** Led the efficient development of a two-story, **35,000 sqft** UNIQLO retail outlet, leading to an **8% cost reduction** within the **3.2 million CAD** project budget through **proactive planning**, meticulous audits, and data analysis during phase-wise invoicing. Guided progress updates, ensuring strict contract adherence, and conducted design reviews to minimize project delays, culminating in an exceptional **20% reduction** in the project timeline, thereby setting a global record for the **fastest executed** UNIQLO project.

### M MOSER ASSOCIATES, India

Construction Manager

June,2019 – March 2022

- Led the role of Construction Manager for Fit-Out projects in workspaces for renowned multinational organizations.
- Developed comprehensive engineering and construction programs, steering project activities, milestones, and resource allocation, resulting in a **12% cost savings** through meticulous budget control.

- **Streamlined** project schedules and budgets, ensuring a **15% increase** in **operational efficiency** while overseeing project milestones for timely completion. Leveraged MS Project and Procore for effective Project Management.
- **Collaborated** with diverse stakeholders, optimizing communication channels to enhance project success and effectively managed high-value projects.
- **Coordinated** with consultant teams to ensure **accurate and timely** preparation of drawings, specifications, and contract documents.
- Assisted in managing project budgets, schedules, and technical requirements, contributing to efficient project execution.
- Managed client requirements, coordinating the design, procurement, and construction phases of projects.
- **Assisted the Business Development team** in the submission of various pitches for Request for Proposals (RFPs).

#### *Projects:*

**Sequoia Capital:** Managed the **phased renovation** of a **14,000 sqft** area within JW Marriott at Aero City, New Delhi **Airport**. Successfully executed project while Sequoia's team continued operations in office sections changed during different phases with connected services to their server. Completed this complex project within a tight **7-month timeframe** (2019-2020) at a cost of **2.1 million CAD** equivalent. This achievement resulted in numerous leads for future projects, as Sequoia Capital is heavily invested in companies with a presence in India.

**ESRI:** Contributed to a **47,000 sqft** office **Principal project** in Old Delhi, navigating substantial challenges amid the Covid-19 impact. With the design finalized in March 2020, the project underwent numerous changes to comply with new norms and design standards due to Covid-19 outreach. Managed delays occurred during the design freezing and execution phases, extending the project duration to two years (2020-2022) with a cost of **3.8 million CAD** equivalent. Despite these challenges, the successful completion led to additional projects in various major cities in India, as ESRI was impressed with the team's performance.

**Knotel Inc.:** Managed a **Principal project** for co-working spaces in Gurgaon (**21,000 sqft**) and Delhi (**13,000 sqft**), skillfully navigating budget constraints as Knotel established its India presence. Completed in **4 months** in 2019-20 for Gurgaon project and **6 months** in 2020 for Delhi project at a cost of **1.2 million CAD** and **0.9 million CAD** respectively, demonstrating adaptability by closely collaborating with the client, exploring alternative design strategies, and implementing cost-effective solutions, resulting in the successful project delivery. This achievement garnered the team two consecutive projects, highlighting the efficacy of their meticulous planning within budgetary confines.

**Cognizant:** Led design coordination for a **49,000 sqft** office space in Gurugram and Delhi over five months (2021-22). The project cost **150k CAD** equivalent posed challenges in an extensive design review process, engaging stakeholders from various cities. The strategic location in a **Special Economic Zone (SEZ)** demanded meticulous planning, with our team's efforts not merely meeting but surpassing expectations. This achievement acknowledged our adaptability and keen attention to detail, culminating in the consecutive awarding of two projects, underscoring our client-centric approach and dedication to delivering high-quality outcomes.

## **EDUCATION**

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**Humber College**  
*Post-graduation in Project Management*

**Toronto, Canada**  
2023

**CEPT University**  
*Bachelor's in Construction Technology & Management*

**Ahmedabad, India**  
2019

## **INTEREST, CERTIFICATIONS & ACHIEVMENT**

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**Achievement:** Awarded **Dean's Honors Roll** in 2023 for outstanding results in my Project Management post-graduation program.

**Certifications:** Completed certifications in Ontario WHMIS, MS Project, and Matterport. Currently pursuing certifications in PMP (Project Management Professional) and Lean Six Sigma.

**Interests:** Passionate about developing **Time Management tools** and dedicated to studying **Human Behavior Psychology** for effective team management and stakeholder communication.