

Kashyap Khunt

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PROFESSIONAL EXPERIENCE

Lab Technician

Aug 2023 – present

GEMTEC

Ottawa, Canada

- Laboratory testing of aggregates, soil, concrete, and asphalt.
- Various office, laboratory, and field tasks related to materials testing, geotechnical engineering, and environmental engineering.
- Record test data and prepare factual reports, summaries, data sheets or graphs for interpretation of test results.
- Following all company Health, Safety and Environmental policies.
- Calibrating instruments on regular bases
- Carried out office safety inspections to ensure compliance with safety standards and regulations.
- Other duties as required.

Real Estate Rights Analyst

May 2022 – Jun 2023

HYDRO ONE

- Perform data review in real estate land documents
- Capture missing land records attributes in the database
- Validate changes and update the database for related attributes
- Conduct queries and analyses for real estate data
- Perform data audits and quality control measures.
- Develop and maintain documentation
- Create, maintain, consolidate, and track reports to maintain the daily status of activities
- Bring inconsistencies and problems to the attention of the leads or the key stakeholders

Estimator

Nov 2016 – Nov 2018

DPC PLANNING PVT. LTD.

Surat, India

- Read and interpret drawings and specifications to prepare take-off sheets.
- Ordered material when needed according to takeoff sheets.
- Visited sites regularly.
- Managed and updated schedules so that job is finished smoothly.
- Reviewed quotations and passed bills. Maintained files on the active tender.
- Communicate with stakeholders on daily basis.

EDUCATION

Construction Engineering Technician

Sep 2020 – Apr 2022

ALGONQUIN COLLEGE

Ottawa, Canada

Construction Engineering Technology

Jan 2019 – Aug 2020

MATRIX COLLEGE

Montreal, Canada

Diploma in Civil Engineering

May 2014 – Apr 2017

TAPI DIPLOMA ENGINEERING COLLEGE

Surat, India

CERTIFICATES

CAPM  | WHMIS | OWSHA

SUMMARY OF QUALIFICATIONS

- Serves client with a high level of positivity and professionalism that results in return business.
- Remains calm and composed when sensitive situation arrives, and respect diverse opinions.
- Displays strong leadership skills by motivating peers in a way that contributes to efficient working environment.
- Utilizes good organizational skills to manage multiple priorities in fast-paced environment.
- Skilled at time management.
- Possess strong will power and always passionate about learning new things.
- Fast and efficient learner.
- Excellent at maintaining good relations with others.
- Learn new software efficiently

SKILLS

- Ability to create project schedules and plans, evaluate progress against them, and report findings.
- Knowledge of local legislative and labor requirements, ensuring project operations comply with regulations.
- Ability to recognize issues with a project, evaluate risks, and create solutions for mitigating adverse effects.
- Ability to keep an eye on the status of a project at all times and take appropriate action as needed.
- Experienced in AutoCAD and QGIS
- Excellent in using equipment for surveying such as total station and theodolite.
- Completed various experiments on construction materials such as Moisture content test, specific gravity test etc.
- Good at understanding and visualizing structural drawings.
- Computer skills including Word, PowerPoint, Excel, Project and Outlook.

OTHER WORK EXPERIENCE

Shift Manager

Jan 2021 – May 2022

PIZZA HUT

- Guiding customers and taking their orders.
- Handling cash accurately throughout the day.
- Counted cash.
- Balancing till (cash drawer) at the end of the day.
- Helping with various duties as needed.

Packer

Apr 2019 – Sep 2020

LUFA FARMS

- Build and maintained relationship with peers and upper management to drive team success towards common sales.

- Packed merchandise into boxes to ensure safe shipment.
- Monitored new employees on daily warehouse procedures and answered task related questions.
- Accomplished production goals by working with speed and accuracy.