

Moe Alzeiny

Project coordinator / Project management / Construction estimator

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SUMMARY OF QUALIFICATIONS

- 1 year of experience as a project coordinator .
- Masters degree in civil engineering and certificates of completion of (Mastering Construction/project management, Mobile elevating work platform , Asbestos awareness , WHMIS, Supervisor health and safety awareness).
- Schematics , coordinate , status reports , safety standards construction estimating .
- Ms project , develop relationships , report writing , presentation skills .
- leadership skills , prioritize tasks , grading plans , accuracy , Time management skills .
- Purchase orders, client relations , management system , project schedules , grading plans .
- Strong Organizational Skills, Outstanding problem-solving skills, Excellent Analytical Skills ,Project management skills, Strong Research skills , Excellent Interpersonal skills.
- Project execution , technical writing , buying experience ,Filing, Billing, typing , Invoicing.
- Cost-effective ,Multitask, Work independently , Quality standards, Attention to details.
- FTP , RFIs, shop drawings , project budgets ,analyze , developing budgets , vendor relationships , reporting skills.
- Quantity take offs , cost estimates , project documents , change orders , budget , site information .
- Civil engineering drafting , Civil engineering drawings , written communication skills , technical drawing .

Languages: English , Arabic, Ukrainian, Russian, French(basic)

Computer skills: Microsoft word, ProCore ,Bluebeam, Microsoft excel , Microsoft office ,Outlook, Revit, moderate Autocad/3dmax,Adobe Illustrator, Electronic mail systems, Video conferencing software(Zoom , Google Meet, Teams, Skype).

RELATED WORK EXPERIENCE

Project Coordinator

Feb/2021 - Feb/2022

Kyivmiskbud, Kyiv, Ukraine

- Assisted in project planning and scheduling, collaborating with project managers to define project scope, goals, and deliverables.
- Maintained and organized project documentation, including contracts ,maintained economics, drawings, permits, and other important records.
- Acted as a liaison between project stakeholders, subcontractors, suppliers, and the project team, ensuring effective communication and information flow.
- Assisted in scheduling meetings, site visits, BIM, and project reviews, ensuring that timelines are met and project progress is tracked.
- Identified potential risks or issues that may affect the project timeline or quality, and collaborate with the team to develop mitigation strategies.
- Addressed day-to-day issues that arise on the construction site, analyze finding timely and effective solutions to keep the project on track.
- Assisted in project closeout activities, landscaping, including documentation , analyze final inspections, and handing over completed projects to clients.
- Documented , handled proposals/confidential data and tracked changes in project scope or requirements and communicate these changes to the relevant stakeholders.

Foreman**June/2023 - Dec/2023***Demo works, Ottawa, ON*

- Oversaw the day-to-day operations of demolition projects, ensuring work is performed safely and efficiently.
- Directed and coordinated the activities of the demolition crew, including assigning tasks and providing guidance.
- reviewed project plans, and ensured that tasks are carried out according to specifications and deadlines.
- Monitored the quality of work performed, to ensure that demolition is carried out correctly and meets project requirements.
- Provided guidance and training to crew members, ensuring they have the necessary skills and knowledge to perform their duties safely and effectively.
- Enforced safety protocols and ensure that all workers follow safety regulations and use proper equipment to prevent accidents.
- I recently underwent comprehensive estimating training tailored for the construction industry . The program equipped me with a deep understanding of (cost estimation techniques ,Blueprint reading and interpretation , Software proficiency , Project analysis , Bidding process , Documentation and reporting).

Supervisor Project Maintenance Technician**Aug/2022 - June/2023***U-haul, Gatineau, QC*

- Supervised and led a team of maintenance technicians, assigning tasks, and overseeing their work.
- Coordinated and managed maintenance projects, ensuring they are completed on time and within budget.
- Identified and resolved maintenance issues, whether related to machinery, infrastructure, or systems.
- Kept accurate records of maintenance activities, including repairs, inspections, and replacements.
- Ensured that maintenance work meets quality standards and complies with justice and safety regulations.

General Labourer**June/2017 - April/2019***Constgen, Kyiv, Ukraine*

- Transported materials, tools, and equipment across sites, ensuring proper storage and organization.
- Assisted in site setup by clearing debris, digging trenches, and aiding in basic groundwork.
- Participated in demolition tasks, dismantling structures, and removing debris as directed.
- Kept construction areas clean, conducting basic maintenance, and ensuring a safe working environment.
- Assisted skilled workers, handle multiple tasks, fetching tools, holding materials, and aiding in tasks to facilitate their work.
- Adhered to safety protocols, wearing appropriate gear, packaging , InDesign and promptly reporting safety hazards to supervisors.

EDUCATION

MASTER OF CIVIL ENGINEERING - Kyiv National University of Construction and Architecture**Kyiv, Ukraine****2022****My Masters degree is evaluated by WES as a Canadian masters degree .**