

Varsha Gupta, PMP®

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- Results-driven project management professional with 6+ years of experience of successfully managing construction and interior fit-ups of largescale complex projects, ensuring adherence to technical requirements, cost and time.
- PMP certified, Bachelors in Electrical Engineering and Post graduate management diploma in Project Management
- Proficient in English and project management software- Microsoft project, Office, SharePoint, Procure.
- Permanent Resident of Canada.

Skills

Project Management	Problem Solving	Project Coordination	Procure
Budgeting	Project Documentation	Contracts and Procurement	ACAD, BIM
Vendor Management	Microsoft Projects	Microsoft Office	SAP Ariba
SharePoint	Planning & Execution	Risk Management	Stakeholder Management

Key Highlights

- Experienced in coordinating and managing construction of projects worth \$40M- \$125M of various projects of residential, commercial fit-ups and industrial projects successfully from pre-construction to close-out.
- Issued and managed RFP for 10+ work packages, tracked and evaluated 360+ bid submission to onboarding and managing site works with the contractor.
- Created and streamlined the documentation and review process between contractors and design consultant including drawings, RFI, submittals, material tracker, site updates and change orders.
- Led a team of contractors and successfully delivered \$42M worth services of high-rise residential tower from finishing to testing commissioning and handing over.

Work Experience

Assistant Project Manager

JLL, India

Feb 2022 – Dec 2023

(Morgan Stanley office, 1 MN sf, c.9000 employees, budget \$125mn, LEED Platinum, Fitwell 3 star)

- Consistently delivered project task within budget, meeting quality standards, and adhering to safety protocols, resulting in improved project timelines and reduction in overall project costs.
- Demonstrated strong leadership skills by leading design review meetings with cross-functional teams and 100+ stakeholders, fostering collaboration and alignment towards project goals.
- Implemented a streamlined document management system, facilitating collaboration with 30+ design consultants and 25+ contractors, resulting in a 20% reduction in review time and a 15% improvement in project schedule adherence..
- Coordinated procurement activities, including pre-qualification processes, issuance of RFPs, and finalization of services vendors, contributing to the successful acquisition of vendors for 15 packages.
- Maintained 100% accuracy in tracking and logging 3000+ drawings responses, RFIs, and change requests, ensuring timely communication of status updates to the project team, improving collaboration.
- Streamlined technical closeout & handover process, reducing completion time by 20% through effective coordination between 10+ contractors and client's property service team.

Project Coordinator

Vinayak Associates, India

Mar 2021- Jan 2022

- Optimized stakeholder relations, streamlined site logistics, accelerated vendor and material approval processes, and increased efficiency through proactive change order request management.
- Implemented streamlined reporting system resulting in a 20% reduction in project review time, generating daily progress reports, risk assessments, and trackers for drawing, technical data, RFIs, enhancing project oversight efficiency.
- Managed the processes and documentation, setting up project meetings within the project team.

Project Engineer

Larsen & Toubro Realty, India

Apr 2017- Mar 2019

(6 towers high rise residential project each with G+5 Podiums+49 Typical floors +Terrace)

- Managed the completion of a \$42 million high-rise tower services from finishing to testing and commissioning and handing over, meeting scope, schedule, cost, safety, and quality objectives.
- Optimized project timeline by effectively coordinating the efforts of 10+ contractors, resulting in a 15% increase in overall project efficiency
- Reviewed and certified monthly RA bills of the contractors for contractors, ensuring accuracy and timely payment.
- Streamlined contract and costing processes resulting in a 20% reduction in BOQ review time and a 15% increase in efficiency in negotiating and issuing change orders/work orders.
- Tracked and monitored tower progress with respect to baseline schedule to generate weekly and monthly report.

Field Engineer

Hilti group, India

Apr 2019- Oct 2020

- Worked with 35+design consultants and contractors firms in assigned territory and provided product and application-based HILTI solutions through specifications with business impact of 30mn.
- Managed key projects with business growth of 15% in assigned territory.
- Developed and conducted technical presentations, to illustrate benefits from use of Hilti products and services and develop opportunities/leads for the company.
- Mapped current and desired level of customer Engagement and achieved growth of 15% in number of clients accounts in the assigned territory and maintained long-term relationship

Projects

Morgan Stanley | Office Interior Fitout | Mumbai, India | \$125mn | 1 million sf |

Vanita Vishram | School | Surat, India | \$0.5mn | 20,000 sf | Completed 2021

Tex Cargo | Warehouse | Surat, India | \$1.5mn | 25,000 sf | Completed 2021

Crescent Bay | High-rise residential | Mumbai, India | value confidential | 200 units | Completed 2019

Volunteer Experience

Project Manager for Recruitment and Engagement Portfolio

Remote

PMI Ottawa Chapter

April 2024-Present

- Managed and coordinated with Volunteers to support chapter and bi-weekly meetings.
- Assisted the volunteer outreach and onboarding through regular updates on the portfolio to the seniors.
- Managed the portfolio for recruitment needs, screened the application, created and maintained monthly records.

Certification and Achievements

Certification-Project Management Professionals (PMP), Construction Scheduling-Coursera, Generative AI-PMI, Pursuing Lean Six Sigma Green Belt (LSSGB) and Power BI.

Languages- English (Proficient)

Awards: JLL Project Development Services Star Award in 2022

Education

Educational Credential -ECA conducted by WES

2021

Post-Graduation in Project Engineering and Management (CGPA: 8/10)

2015-2017

National Institute of Construction Management and Research, India

Bachelors of Engineering (B.E), Electrical Engineering (CGPA: 7.5/10)

2010-2014

Sarvajanic college of engineering and technology, India