

TANJIB CHUCK, MBA, PMP

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EXPERIENCED CONSTRUCTION PROJECT COORDINATOR

SUMMARY

- Proficient construction and Project Management Professional with strong conflict resolution, problem solving and leadership skills.
 - Self-starter with a passion for continuous improvement, and innovation.
 - Excellent time-management skills and ability to work in a fast-paced environment involving multiple priorities.
 - Strong analytical and communication skills along with excellent reasoning, judgment, and decision-making abilities to collaborate with internal and external stakeholders.
 - **Solid experience in supporting infrastructure, and mass-transit projects.**
 - **Proficient in EPCM, Engineering, Procurement, Construction, & Management projects.**
 - Excellent communication and presentation skills.
 - Comfortable with using Project Management Tools such Microsoft Office, SharePoint, AutoCAD, Sketch up, SAP, Primavera, Lumion, Photoshop, Procore. Oracle, CMIC
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PROFESSIONAL EXPERIENCE

PCL Constructors Canada Inc.

Dec 2023 – Jun 2024

Senior Project Coordinator

- Supported two project managers in building a 60,000 sq. ft. warehouse distribution center for a logistics company. The \$6M project, which included storage space, docking stations, office space, and a climate-controlled section, was completed in approximately one year
- Efficiently managed procurement by negotiating contracts, evaluating bids, and overseeing material deliveries to maintain project momentum and control costs. Conducted thorough site visits to monitor progress, address issues promptly, and ensure strict compliance with safety protocols. Maintaining a safe and productive work environment.
- Facilitated smooth communication between architects, engineers, contractors, and subcontractors, fostering effective collaboration and problem-solving.
- Prepared comprehensive project documentation, including contracts, drawings, reports, and change orders, ensuring accuracy and compliance with project specifications.
- Supported budget preparation and monitored expenses closely to ensure alignment with financial limits and objective.
- Managed and monitored all variances to schedule and reported to Program Manager. Ensured that dependencies and conflicts within and with other work streams are established and tracked correctly.
- Coordinated project schedules to meet milestones, facilitated stakeholder's communication, and managed procurement by negotiating prices and oversaw delivery schedules.
- Facilitated weekly status review meetings. Prepared executive review PowerPoint presentations created meeting agendas, and distributed meeting minutes and action items.

Krane Construction

Jun 2020 – Sept 2023

Senior Project Coordinator

- Prepared project documentation, contracts, drawings, and specifications for several large infrastructure construction initiatives. The initiative included various projects for the expansion of major highways across Ghana.
- Oversaw subcontractor relationships, ensuring adherence to company guidelines. Evaluated bids based on cost, completion time, reputation, relationships, technologies, experience, and design. Regularly Tracked contractor performance and prepared progress reports for stakeholders, highlighting achievements and challenges.
- Assisted with sustainable design strategies and LEED certification efforts. Researched construction materials, methods, and technologies to optimize performance and provided details to lead architects.
- Supported the creation and maintenance of detail Work Packages in collaboration with construction and engineering teams. Ensured thorough documentation and management of project details, including costs, milestones, and deliverables.
- Oversaw communication between field trades and design engineers through strong relationship-building skills and effective coordination.
- Developed change orders for scope and schedule adjustments, secured timely approvals by clearly explaining the reasons behind the change, and managed all related documentation and approvals and communications in the company's SharePoint portal.
- Demonstrated exceptional coordinating in site procurement activities by validating material specifications, preparing purchase requisitions, and implementing effective material tracking systems to ensure seamless traceability from procurement to installation at the site.
- Conducted thorough and methodical site safety inspections. Ensured adherence to safety protocols and regulations to mitigate potential risks on the construction site, created an expenditure summary for over 4 vendors every month including Total Commitment, Milestones Achieved (Fixed Price Contracts), Number of Hours Billed (T&M Contracts), Value of SOW, Spent to Date, Remaining Amount, EAC and SOW renewal dates and approval timelines.
- Collaborated with field trades and design engineers, to resolve issues, address design revisions, and facilitate the timely exchange of critical information.
- Maintained comprehensive and meticulously organized project documents, including drawings, plans, submittals, document logs, and purchase orders.
- Conducted thorough reviews of subcontractor/supplier progress. Meticulously validated all invoices and checked for accuracy and compliance with contractual obligations.

Chambers Construction Company

Apr 2018- May 2020

Project Controls Analyst

- Supported in delivering a residential project involving the demolition of an old building and the construction of a new 14-story residential tower with around 150 units. The \$12M project was completed in 18 months. Managed regular status updates to Project Sponsors and ensured timely escalation and mitigation of risks and issues.
- Cultivated strong relationships with architects, consulting engineers, subcontractors, and other field trades.
- Produced detailed and accurate meeting minutes in a timely manner, capturing key discussions, action items, and decisions. Booked follow-ups with stakeholders to drive action items.
- Demonstrated proficiency in interpreting and analyzing contract specifications, drawings, and construction documents. Coordinated with regulatory bodies for revisions in architectural design changes.
- Collaborated closely with the project manager and site superintendent to optimize project workflow and minimize their involvement in task level activities, allowing them to focus on strategic project management tasks.

- Ensured that project health, safety, and environmental standards met all legislated requirements and company policies. Logged, audited, and fixed Compliance gaps and created status reports to track compliance percentage.
- Monitored and reported on project performance using key performance indicators (KPIs). Developed interactive dashboards in Power BI and Excel to track performance indicators such as Schedule Performance Index, Cost Performance Index, number of revisions, and labor hours.

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- Conducted regular site inspections, meticulously assessing compliance with project specifications, safety protocols, and quality standards, and implementing corrective actions as necessary to ensure adherence to project requirements.

Razzel Engineering Company, Cameroon

Mar 2017- Apr 2018

Project Controls Analyst

- Contributed to the successful delivery of a large-scale project to build a 25,000 sq. ft. datacenter, which included a central utilities plant, office support area, print facility, and contingency response centers for emergencies.
- Led the closeout process for completed projects. Compiled and stored all documentation, warranties, and final inspections, and ensured a seamless transition to operations and maintenance.
- Played an active role in the selection and evaluation of subcontractors and suppliers. Used multiple criteria to shortlist the suppliers and sub-contractors which included cost, quality, reputation, payment terms, experience etc.
- Provided ongoing technical support and training to project team members. Created an onboarding manual to increase the learning curve of new hires and sub-contractors and field-staff.
- Liaised with regulatory agencies and authorities to ensure compliance with applicable laws, regulations, and permitting requirements. Addressed regulatory issues by liaising with architects, engineers and other stakeholders.
- Managed the resolution of disputes and claims related to the project with professionalism and diplomacy, leveraging negotiation skills and conflict resolution techniques.
- Created and implemented environmental management plans and initiatives. Ensured compliance with environmental regulations.

EDUCATION & CERTIFICATIONS

- PMP (Project management Professional)- PMI Project Management Institute : No 3635056
- Master of Business Administration- Wisconsin International university
- Construction Management Planning and Scheduling, Project Management Institute.