

Mori Khalife

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PROFESSIONAL SUMMARY

Dynamic and detail-oriented Project coordinator with extensive experience in construction project planning, scheduling, and resource optimization. Adept at leveraging industry-leading tools such as MS Project and SAP to deliver complex projects on time and within budget. Proven expertise in process streamlining, multidisciplinary team collaboration, and innovative communication strategies. Recognized for implementing data-driven solutions to reduce costs, improve efficiency, and ensure client satisfaction.

WORK EXPERIENCE

Project Coordinator

Aqua Properties | Dubai, UAE

December 2021 – January 2023

- Developed and optimized acquisition and disposition project schedules using AI-powered management software, reducing delays by 30% and increasing resource utilization by 25%.
- Pioneered modular construction techniques, achieving a 35% reduction in on-site labor costs and accelerating project timelines by an average of three months across five projects.
- Implemented cloud-based collaboration platforms, enhancing communication efficiency by 60% and reducing rework by 25%.
- Analyzed project budgets and timelines to align outcomes with stakeholder objectives, delivering projects within scope and expectations.
- Coordinated meetings, site visits, and documentation management for internal teams and external consultants.

Assistant Project Coordinator

Tarahan Saze Taadol Engineering Company | Isfahan, Iran

May 2021 – December 2021

- Scheduled labor, managed inventory, and procured materials for a 43,000-square-foot residential construction project.
- Collaborated with over 30 contractors and 10 architects to ensure seamless project execution, meeting timelines and budgets.
- Conducted regular performance monitoring of consultants to ensure adherence to project agreements.

Architect

Tarahan Saze Taadol Engineering Company | Isfahan, Iran

May 2020 – May 2021

- Prepared detailed construction schedules, blueprints, and specifications to ensure regulatory compliance and project accuracy.
- Conducted site visits and facilitated client meetings to address project requirements and implement necessary changes.
- Reviewed and approved consultant reports, ensuring quality standards and project alignment.

Architectural Intern

Gandomkar Tehrani Design Company | Isfahan, Iran

May 2019 – May 2020

- Supported project planning by creating technical drawings and detailed proposals, enabling timely approvals and smooth progression.

Professor Assistant

Azad University of Isfahan | Isfahan, Iran

September 2018 – April 2019

- Led cost estimation training focused on historic renovation projects, enhancing students' practical knowledge.
- Enhanced course content by incorporating examples of world-class architectural designs and innovative construction techniques.

EDUCATION

Master of Construction Engineering and Management

Concordia University | *December 2024*

Bachelor of Architectural Engineering

Azad University of Isfahan | *January 2021*

TECHNICAL SKILLS

- Proficient in MS Project, SAP, and Microsoft Office Suite (Excel, Word, PowerPoint).
- Expertise in Revit, AutoCAD, 3ds Max, and Photoshop for planning and visualization.
- Skilled in AI-powered project management tools and modular construction techniques.
- Advanced knowledge of cloud-based collaboration platforms to enhance team communication.

VOLUNTEER EXPERIENCE

Architectural Designer

Cultural Foundation | Dubai, UAE

January 2018 – January 2019

- Managed architectural design document content, ensuring alignment with project goals from concept to construction stages.