

ABHINAV KALAL

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PROFESSIONAL SUMMARY

Results-driven professional with a strong foundation in project coordination, logistics, and supply chain management, backed by hands-on experience in the construction and transportation industries. Adept at managing project timelines, optimising logistics operations, and ensuring smooth execution of complex workflows. Proficient in Primavera P6, Microsoft Project, and other project management tools, with a dual postgraduate background in Project Management and Logistics & Supply Chain. Recognized for problem-solving ability, organisational skills, and clear communication across cross-functional teams and committed to delivering efficiency, quality, and value in every initiative.

KEY SKILLS

- Estimating Software
- Project Lifecycle Management
- Strategic Planning
- Microsoft Office
- Project Scheduling & Planning
- CAD drawing Interpretation
- Team Leadership
- Collaboration
- Risk Analysis Tools
- Cost Estimation
- Executive and Progress Reporting
- Documentation
- Stakeholder & Communication
- Client Relationship Management
- Procurement & Contract

WORK EXPERIENCE

- Finisher**
DCM

Nov 2024 – Present
Burlington, ON

 - Operate and maintain advanced finishing equipment, including Zund digital cutters, Rosenthal sheeters, and Guillotine trimmers, ensuring precision and efficiency across various custom print jobs.
 - Collaborate closely with the production and quality teams to meet tight deadlines while maintaining strict quality standards and minimising material waste.
 - Monitor material usage, setup times, and run durations, contributing key data to support production cost tracking and job costing analysis.
 - Identify minor process improvement opportunities on the production line, assisting in enhancing workflow efficiency and resource utilisation.
- Project Coordinator**
Anjali Construction

09/2021 to 03/2023
Surat, India

 - Supported executives and project teams with scheduling, document preparation, meeting agendas, and progress reporting.
 - Acted as the main communication point between clients, vendors, subcontractors, and internal staff, ensuring professional and timely responses.
 - Maintained accurate project documentation, contracts, and compliance records while safeguarding sensitive information.
 - Assisted in procurement, budgeting, and expense tracking to align with project goals and financial constraints.
 - Coordinated travel, site logistics, and administrative support to executives and team members..
- Logistics Coordinator**
Baba Carting

09/2018 to 12/2021
Surat, India

 - Handled day-to-day administrative operations, including employee records, internal communication, and regulatory compliance.
 - Scheduled meetings, managed documents, and processed invoices to maintain smooth operations.
 - Served as a key contact for client inquiries and internal communication, ensuring issues were resolved promptly and professionally.
 - Improved efficiency by introducing organisational systems that streamlined workflows and reduced manual administrative tasks.
 - Oversaw transportation scheduling and reporting, balancing operational logistics with executive-level priorities.

CERTIFICATIONS AND COURSES

Postgraduate Certificate in Logistics & Supply Chain Management

08/2024

Canadore College @ Stanford

Mississauga, ON

Relevant Course: - Leadership For Supply Chain and Effective Communication, Supply Chain Accounting, Supply Chain Administration, Project Leadership, Information Systems, Purchasing, Transportation and Warehouse, Marketing for Supply Chain Management, Risk Mitigation, Global Logistics, Business Continuity.

Postgraduate Certificate in Project Management

12/2023

Canadore College

North Bay, ON

Relevant Courses: - Project Management Fundamentals, Project Scheduling and Cost Management, Foundation of System Development Life Cycle, Stakeholder & Communication, Project Planning and Controlling, Leadership & Human Relation Management, Risk Management, Procurement & Contract, Change Management, Project Integration, Fundamentals of Agile Project Management, Quality Management & Lean Methodology

Lean Six Sigma White Belt Certification - ID: 129473041

01/2025

Six Sigma Society

Estimator Certification

05/2025

Procore Certified

CAPM Certification

In Progress

PMI

EDUCATION

Bachelor of Science: Mathematics

08/2021

Veer Narmad South Gujarat University

Surat, Gujarat, India

ACADEMIC ACTIVITIES

- Glo -Bus Simulations