

MIRZA NAZEER

Email: mirza.nazeer@hotmail.com

Phone: (647) 505-8532

LinkedIn: [Linkedin.com/in/MirzaNazeer/](https://www.linkedin.com/in/MirzaNazeer/)

Address: Ottawa, Ontario

PROFESSIONAL SUMMARY

Detail-oriented professional with experience across construction, facilities management, event operations, retail, automotive, and electrical trades, supporting both public and private sector clients. Skilled in project coordination, budget and schedule management, procurement, quality control, and client relations.

Known for quickly adapting to new environments, bridging communication between teams and stakeholders, and delivering projects efficiently and effectively. Demonstrated ability to manage multiple priorities, navigate complex challenges, and provide practical solutions across a variety of industries. Committed to continuous learning and leveraging cross-industry expertise to achieve successful outcomes.

Currently pursuing PMP certification to strengthen project leadership skills and apply advanced risk management strategies in real-world projects.

PROFESSIONAL SKILLS

- Project & Program Management
- Budgeting, Reporting & Procurement
- Stakeholder Communication & Strategic Planning
- Risk Management & Process Improvement
- Construction Drawings, Specifications & Planning
- Facilities & Construction Management
- Critical Thinking & Problem Solving

TECHNICAL SKILLS

- Procore
- Microsoft Suite
- AutoCAD
- SketchUp
- Primavera P6

INDUSTRY VERTICALS: **Construction Management** (institutional, commercial, industrial (ICI), and residential sectors), **Government** (federal, municipal), **Financial Services** (payment processing, retail, construction) **Facilities & Properties Management, Event & Hospitality, Retail, Automotive** (trades, manufacturing), **Electrical** (trades), **Manufacturing** (supply chain management, quality control)

CLIENTS INCLUDE: Quoin Construction, iHome Management, Bank of Canada, Cadillac Fairview, TD Center, Hydro One (Toronto), TELUS Corporation, BGIS (Brookfield Global Integrated Solutions), CBRE Limited, Moderna Biopharma Canada, Simcoe Dental Group, Canadian Tire, Sentry Electric, International Clothiers

PROFESSIONAL EXPERIENCE

➔ **Career Break** – Completion of Project Management courses. January 2024 – Present

Quoin Construction – Project Coordinator; Mississauga, ON November 2021 – January 2024

- Coordinated multiple high-profile ICI construction projects overseeing budgets up to \$6 million.
- Collaborated with design teams to review technical documents and shop drawings, proactively identifying discrepancies to prevent rework.
- Leveraged Procore and Microsoft Office tools to streamline communication between Project Managers, subcontractors, and clients, resulting in faster turnaround times for approvals, improved documentation accuracy, and enhanced project transparency.
- Processed RFIs, SIs, CCNs, and COs, ensuring timely documentation and approvals to keep project timelines on track.
- Generated monthly budget and performance reports, providing senior management with accurate forecasting and cost-tracking insights.
- Assisted in project estimation, ensuring all aspects of projects were captured comprehensively.
- Reviewed invoices, contracts, and procurement records to ensure 100% alignment with financial controls, while maintaining compliance with company policies and industry regulations.
- Provided training to project coordinators on budget management, offering guidance and examples of cost code tracking to improve accuracy and reporting.

➔ **Architectural Engineering Technology studies** – Continued March 2021– November 2021

iHome Management – Jr. Project Manager (Internship); Mississauga, ON

June 2020 – March 2021

- Supported full-cycle coordination of custom home construction projects. From pre-construction to close-out by assisting the Project Manager with documentation tracking, submittals, and organized record management.
- Coordinated subcontractors and maintaining communication between clients, consultants, and site teams, helping to resolve site conflicts and minimize downtime.
- Managed specifications, bidding, and subcontract approvals for building services, ensuring scope clarity and timely contractor onboarding.
- Supported project execution, focusing on maintaining budgets and mitigating risks.
- Enhanced cost control by optimizing subcontractor allocations and site logistics, contributing to overall budget adherence.
- Tracked project milestones and proactively communicated delays or schedule changes to stakeholders, improving transparency and expectation management.
- Contributed to project estimation, ensuring all scope elements were accurately captured to reduce change orders and maintain budget accuracy.
- Supported internal audit processes by reviewing project documentation and financial records.

→ Career Break – Architectural Engineering Technology studies.

September 2019

Dreams2Reality – Lead Manager & Event Coordinator; Mississauga, ON

August 2016 – April 2020

- Engaged clients to understand needs and develop targeted solutions for events, including weddings, galas, and corporate gatherings.
- Coordinated vendor communications, negotiated contracts, and oversaw event planning and execution.
- Collaborated with design teams to review technical documents and shop drawings, proactively identifying discrepancies to prevent costly rework.
- Managed and updated detailed event schedules, identified critical paths, and tracked key milestones to ensure flawless execution and timely delivery of all event components.
- Acted as a liaison between vendors and clients to streamline communication and resolve issues.
- Tracked day-of progress and took action to keep events on schedule.
- Oversaw event budgets, tracking expenses and performance.
- Conducted post-event evaluations to gather feedback and implement process improvements.

Magna International – Quality Assurance Specialist, Assembly Operator, CNC Operator; Toronto, ON

August 2014 – Feb 2019

- Advanced through multiple roles, progressing from CNC Operator, Assemble Operator, to Quality Assurance Specialist, demonstrating adaptability and growth within a leading automotive manufacturer.
- Programmed and operated CNC machines, assembled automotive components, and conducted in-process quality checks to ensure dimensional accuracy and product reliability.
- Developed and implemented quality control processes, performed inspections, and identified defects, driving improvements in production efficiency and compliance.
- Collaborated with cross-functional teams (engineering, production, and quality) to resolve manufacturing challenges and implement corrective actions.
- Prepared audit-ready documentation and supported continuous improvement initiatives to reduce recurring issues and strengthen overall quality performance.

Canadian Tire Corporation – Automotive Technician; Toronto, ON

March 2007 – August 2014

- Diagnosed and repaired vehicles across engines, transmissions, brakes, and electrical systems, ensuring safety and reliability.
 - Performed preventative maintenance and safety inspections to keep vehicles road-ready.
 - Communicated repair needs, options, and cost estimates to customers, building trust and improving satisfaction.
 - Stayed current with evolving automotive technology and repair practices through ongoing training.
 - Contributed to a high-performing service team by meeting daily targets while maintaining quality workmanship.
-

EDUCATION

Project Management Institute – Online Learning Project Management Professional (PMP)	January 2024 – Present
Sheridan College – Mississauga, ON Architectural Engineering Technology Comprehensive study in architectural design, construction project management, and building technologies, with hands-on experience in industry-standard tools and practices.	September 2019 – April 2022
Centennial College – Toronto, ON Automotive Technician	September 2010 – April 2013
Newtonbrook Secondary School – Toronto, ON High School Diploma	September 2004 – June 2008

CERTIFICATES

Scheduling and Project Optimization in Primavera P6	August 2025
Project Initiation	April 2025
Project Planning	July 2024
Foundations of Project Management	June 2024
Joint Health and Safety Committee (JHSC) Part I and II	November 2022
