

# Anup Chellappen Nair

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## Professional Summary

Construction professional with strong project coordination experience across all phases of project execution, field operations, site development, procurement, contract management, construction documentation, stakeholder communication and Quality Management Systems (QMS). Skilled in scheduling, tendering, subcontractor coordination, contract administration, and managing RFIs, RFQ, submittals, and change orders. Adept at stakeholder coordination, progress tracking, cost control, and ensuring compliance with project requirements for successful delivery.

## Skills, Knowledge and Competencies

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**Technical Skills:** Project Lifecycle Coordination | Project Management | Project Status Reporting | Construction Drawing Review | Budget Planning & Cost Control | Contract Administration & Risk Management | Project Documentation | As Built Drawings | Resource Allocation | Quality Assurance and Quality Control | Interior Fit Out (IT Space) | Tendering | Material procurement | Building Façade  
**Computer Proficiency:** AutoCAD, Revit, Bluebeam Revu, Procore | Project Management Software: MS Project | Microsoft Office Suite: MS Word, Excel, PowerPoint, Teams, Outlook, SharePoint  
**Interpersonal Skills:** Verbal and Written Communication skills | Leadership | Team Collaboration | Detail-Oriented | Ability to prioritize | Problem Solving skills | Organizational Skills | Analytical Skills  
**Driver's License:** Ontario G Driver's License

## Work History, Professional Experience

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### Deputy Project Manager

Lulu Tech Park Private Limited, Kochi

Sept 2014 – Nov 2024

#### Project Coordination & Execution

- Coordinated the end to end delivery of 4.5M sq. ft. commercial high-rise project and 0.5M Sq. ft. of IT interior fit out and renovation projects, overseeing all phases from scope definition to completion, resulting in on-time project implementation within budget.
- Coordinated with the project manager in tender and contract preparation, RFP's, project schedules, budget estimates, resource management and risk management strategies which resulted in effective project analysis and achieving financial goals.
- Effectively managed all stakeholders including consultants, architect, sub-contractors, vendors and government authorities ensuring teamwork and attention to project scope.
- Managed and controlled communication for project meetings and prepared meeting minutes and presentations for monitoring progress, risk mitigation and stakeholder alignment.
- Conducted regular site inspections to monitor project progress, ensure compliance with technical drawings and maintain quality and safety standards, resulting in enhancing overall site efficiency.
- Coordinated all the change management process including change orders with price, site instructions, RFIs, RFQs, vendor purchase orders, while supporting administrative functions to ensure accurate document control and organized project record management.
- Reviewed and certified subcontractor monthly bills and claims for payment and coordinated with the accounting team to ensure accurate, timely project accounting and budget monitoring.
- Managed project closeout by conducting final inspection, preparing and completing punch list documents and there by supporting in the smooth commissioning of the project.
- Successfully liaised with government and environmental regulation authorities to obtain permits and approvals.

#### Procurement and Planning

- Spearheaded procurement of materials for projects demonstrating negotiation with tooling vendors and effective resource allocation.

- Managed pricing with company procurement and accounting teams regarding timelines, materials, equipment and subcontractor needs.
- Implemented vendor performance matrix and risk mitigation strategies for supply management.

#### **Drawings and Blueprint Analysis**

- Reviewed a wide array of technical drawings (architectural, structural, MEP) to ensure compliance with the project specifications and relevant design principles.
- Implemented and maintained a drawing log for the GFC, shop drawings and as built drawings.

#### **QA/QC Engineer**

**CINDA Engineering and Construction Pvt. Ltd.**

**Oct 2009 - Feb 2013**

#### **Quality Inspection and Monitoring**

- Monitored the construction work in accordance with the project quality plan & ITP, building codes, procedures, design and all regulatory requirements.
- Carried out technical investigations, quality checks and prepared technical reports as per quality standards and procedures.
- Conducted root cause analysis on defects, implemented solutions and resulted in reduced quality issues.
- Inspected and approved all the materials as per the project specification.

#### **Quality Assurance and Documentation**

- Prepared and reviewed the method statement documents for the procedure, health and safety precautions and implementation of the specific activity.
- Prepared and implemented policies such as Project Quality Plan and QMS (Quality Management System) as per the project and contract requirement.
- Prepared and maintained detailed project documentation, including daily reports, progress logs and quality control records.
- Established and maintained a filing system of project documents ensuring easy access to all essential reports and status reports.
- Ensured and conducted safety training to ensure that all personnel in the project are aware of Occupational Health and Safety requirements.
- Monitored the construction materials testing and reviewing the reports as per the standards and quality requirements.

#### **Education**

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Engineering/Architecture Skill Enhancement Bridging Program | Humber College, Toronto | 2025

MSc Construction Management | Heriot Watt University, Edinburgh | 2008

Bachelor in Civil Engineering | Visvesvaraya Technological University, Bangalore | 2004

#### **Training and Certifications**

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PMP Certification | in Progress (40 PDU's completed)

Certification on WHMIS (Workplace Hazardous Materials Information System)

Auto Cad | Cadd Centre, Bangalore

M S Project | Cadd Centre, Kochi

#### **Membership**

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Chartered Engineer, Institution of Engineers, India

Royal Institution of Chartered Surveyors (RICS)