

# Kevin Puthanpurackal

Toronto, ON (open to relocate – Ottawa/East Ontario) | 437-662-0517 | kevinputhanpurackal@gmail.com |  
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## PROFESSIONAL SUMMARY

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Civil Engineering graduate with a Postgraduate Diploma in Construction Project Management (Lambton College, 2025) and the OGCA Pathways to ICI New Entrants credential. Seeking entry-level field coordination experience in heavy civil / bridge construction. Hands-on background in quantity take-offs, QC tracking, multi-trade scheduling, and drawing review. Procure-certified; valid Ontario Class G licence; willing to travel throughout Ottawa/East Ontario and work flexible hours to meet project schedules.

## EXPERIENCE

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### **Buildout Coordinator & Customer Service Rep | Central Pet Inc.**

Toronto, ON | Jan 2024 – Present

- Primary function is customer service and order management; observed and supported the owner during a one-time 140 m<sup>2</sup> multi-trade retail fit-out — assisted with drawing distribution, trade communication, and documentation through to closeout.

### **Project Coordinator – Municipal Infrastructure (Contract) | Local Self Government Dept., Kerala State Government**

Kerala, India | Feb 2023 – Jun 2023

- Coordinated 10+ concurrent municipal infrastructure projects — roads, asphalt, drainage, stormwater, and institutional upgrades — updating schedules and tracking progress against milestones.
- Prepared cost estimates for a 6 km asphalt re-tarring project and 3 km concrete road works; performed quantity takeoffs and priced labour and materials from drawings and specifications.
- Caught an aggregate mix ratio discrepancy on the 6 km asphalt project before placement — escalated immediately and prevented ~\$16,200 CAD in rework costs.
- Maintained procurement logs, drawing files, meeting minutes, and action item tracking; set up and tracked change orders and cost records across a multi-project environment.

### **Project Coordinator | MT Construction Company**

Kerala, India | Jun 2022 – Jan 2023

- Assisted senior estimator in preparing cost estimates for a 1,200 sq ft residential house and 10,000 sq ft commercial building — performed quantity takeoffs, reviewed drawings, and tracked daily labour hours against estimated output.
- Processed RFIs, submittals, and change orders on residential (\$97K CAD) and commercial (\$161K CAD) structural projects — maintained thorough revision control and distribution records throughout.
- Developed a drawing-specific QC checklist with peer sign-off that reduced RFI approval cycles from 2–3 weeks to under 2 weeks across 20+ RFIs.
- Conducted toolbox talks and enforced PPE compliance on site — ensured workers used task-appropriate protective equipment throughout active construction phases.

## EDUCATION

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### **Postgraduate Diploma – Construction Project Management | Lambton College**

Toronto, ON | 2024 – 2025

- Completed ICI site visit to Iceland Arena renovation (Mississauga) — active 4-pad arena, multi-trade coordination, phased delivery.
- Coursework: Procure, Primavera P6, MS Project, Bluebeam, AutoCAD, cost estimating, scheduling, contract law, occupational health & safety.

### **B.Tech – Civil Engineering | APJ Abdul Kalam Technological University**

Kerala, India | 2018 – 2022

Concentration: Structural analysis, geotechnical engineering, transportation, construction management.

## CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

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- Procure Construction Management Professional Certificate (2024)

- OGCA Pathways to ICI New Entrants Program – Completed (2026)
- Worker Health & Safety Awareness in 4 Steps – Ontario MLTSD (2024)
- WHMIS 2015 – Lambton College (2025)

## **SKILLS & SOFTWARE**

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### **Technical**

- Contract drawing & specification review
- Quantity take-offs & estimating
- Critical path scheduling (P6, MS Project)
- QC inspection & field documentation
- Change orders, submittals, progress payments
- OHS / WHMIS compliance tracking

### **Software**

- Procore (certified)
- AutoCAD, Bluebeam
- Primavera P6, MS Project
- Revit (beginner), SketchUp, 3ds Max
- Microsoft Office Suite

*Licences: Ontario Class G (clean abstract)*