

Kaushik Meda

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PROFESSIONAL SUMMARY

CAPM®-certified Project Coordinator with a Master's in Electrical & Computer Engineering and proven experience managing concurrent \$2M+ infrastructure, ELV, and construction projects from initiation through closeout. Skilled in driving project lifecycles using MS Project, Primavera P6, and Procore; controlling budgets via EAC/BCWP analysis; managing RFIs and change orders; and coordinating multi-disciplinary field teams to ensure quality compliance. Reconciles \$80K+ in monthly invoices via 3-way matching; produces RAG status reports and Power BI dashboards for executive stakeholders — Canadian Permanent Resident, available anywhere in Canada.

CERTIFICATIONS

CAPM® — PMI, Feb 2026 (ID: 4306365) | PSM I — Scrum.org, Apr 2026 (ID: 1314830) | AZ-900 — Microsoft, 2026 | Procore Certified PM — 2026 | Oracle Primavera P6 — 2026 | Excel Advanced 97% — GoSkills CPD, 2026

SKILLS & COMPETENCIES

Construction & PM Software: MS Project, Primavera P6, Procore, Bluebeam, Jira, SharePoint, Power BI, Excel (Advanced), MS Visio, Microsoft Azure (AZ-900)

Project & Document Control: Full Project Lifecycle, RFI & Submittal Tracking, Change Order Administration, RAID Log Management, Compliance Permits, Audit-Ready Records, Version Control, SOW Administration

Financial & Vendor Management: Budget Tracking & Variance Analysis, EAC/BCWP Reporting, 3-Way Invoice Matching, Procurement Coordination, Subcontractor Management, KPI Reporting

Site Coordination & Compliance: Multi-trade Sequencing, Work Scheduling, Quality Assurance, Health & Safety Compliance, Stakeholder Reporting, RAG Status Reporting, Meeting Facilitation & Minutes

PROFESSIONAL EXPERIENCE

Project Coordinator

Feb 2025 – Present

MBR Technologies Inc., Kitchener ON

- Coordinated a \$2M+ portfolio of 5–8 concurrent ELV and construction projects using MS Project and Jira; maintained 92% on-time delivery rate across IP CCTV deployments, Aruba networking rollouts, structured cabling, and access control installations.
- Managed full project lifecycles from initiation through closeout — handling RFIs, change orders, compliance permits, and audit-ready SharePoint records across all active engagements.
- Tracked budget health using EAC and BCWP analysis; reconciled 45+ monthly vendor invoices totalling \$80K+ via 3-way matching — reducing payment delays by 20% and saving 5% in annual procurement costs.
- Maintained RAID logs across 10+ vendors; built Power BI/RAG dashboards reviewed weekly by executives; facilitated governance meetings with 95%+ action item closure rate.

Associate System Engineer | Agile Delivery & Automation

Oct 2020 – Jul 2021

Tata Consultancy Services, India

- Coordinated project delivery for Schneider Electric's EcoStruxure Foxboro DCS across 3+ sprint cycles; tracked critical milestones, facilitated daily stand-ups and schedule reviews for a 12+ member multi-disciplinary team.
- Managed pre-commissioning data verification and asset tracking; authored technical documentation for 5+ operational modules and led a workflow improvement initiative reducing tracking effort by 30%.

Project Support Assistant (Part-time)

Jun 2020 – Aug 2021

PR Realty & Design House, India (Remote)

- Coordinated 8+ concurrent remote construction and real estate projects — maintained billing logs, budget records, and project trackers; reconciled invoices, coordinated contractor scheduling, and tracked milestone progress to support on-time delivery.
- Prepared SOW documentation, contract records, and compliance files — ensuring audit-ready documentation packages accessible to all stakeholders throughout each project lifecycle.

Operations & Team Coordinator (Part-time)

Jun 2023 – Jan 2025

Walmart Canada, Ontario

- Led Operational Standardization & Digital Workflow Rollout using Root Cause Analysis; coordinated a month-long process improvement initiative achieving 99% order accuracy and 100% audit readiness.
- Authored SOPs standardizing onboarding for 75+ associates on digital platforms; met all SLA targets throughout peak volume periods.

EDUCATION

Master of Engineering (M.Eng.), Electrical & Computer Engineering

2021–2023

University of Ottawa, Canada

Bachelor of Technology (B.Tech.), Electronics & Communication Engineering

2016–2020

BV Raju Institute of Technology, India