

**Paul Roshan Nahabraj**  
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**Project Coordinator**  
**Open to Relocate**

## Work Experience

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### **Project Coordinator/Site Supervisor**

**Blue Lake Construction and Consulting Corp, Canada**

**Sept 2024 – Present**

***Project: Remand Center and Residential Housing Fire Restoration***

- Interpreted construction drawings using **Bluebeam** for accurate quantity takeoffs and resource estimation, **ensuring clarity in project scope**.
- Streamlined procurement by **obtaining quotes**, issuing **purchase orders** and **change orders** using **accounting software**, and awarding subcontracts, reducing lead time by 20%.
- Managed **contract documentation**, shop drawings, and safety policies, ensuring compliance and organized records.
- Enforced **safety policies** through daily inspections and toolbox meetings, achieving 100% adherence and reducing incidents by 30%.
- Utilized **ProCore** to raise **RFIs**, process **change orders**, and manage **submittals**, ensuring smooth **communication** with clients and subcontractors and preventing delays.
- Maintained accurate project documentation in ProCore, supporting **cost controls**, budget reports, and **project close-out activities**.

### **Project Administrator**

**MADE BY GATHER, Canada**

**Nov 2023 – April 2024**

- Partnered with the Project Manager to optimize project schedules and coordinate on-site activities, improving workflow efficiency by 15%.
- Led site inspections and quality checks, while also managing the distribution of project quotes, warranty notices, and other critical documentation, ensuring compliance with project standards and boosting quality control by 20%.
- Managed procurement and cost tracking, utilizing accounting software to streamline purchase and change orders, resulting in a 10% reduction in operational costs.
- Coordinated project mobilization and ensured smooth startup activities, ensuring timely site readiness and minimizing delays.

### **Project Coordinator**

**DRD Realtors, India**

**June 2021 – July 2022**

***Project: Residential Housing Units (15 Independent Villas, 2,000-3,500 sq. ft. each)***

- Spearheaded technical documentation and trade contract negotiations, increasing project efficiency by 75%.
- Reduced project delays by 22% through meticulous scheduling and resource optimization using MS Project.
- Monitored project budgets, controlled costs, and achieved a 5% overall cost reduction without compromising quality.
- Coordinated RFIs, change orders, and material grades to ensure compliance with project specifications.

## **Project Coordinator Intern**

**Ananya's Shelters Private Limited, India**

**Apr 2019 – Sept 2019**

***Project: Multi-Residential Apartment Complex (250 Units, 7 Floors, 200,000 sq. ft.)***

- Developed detailed look-ahead schedules using MS Project, reducing start-up delays by 15%.
- Performed quantity takeoffs using Bluebeam, achieving 12% material wastage reduction through efficient planning.
- Collaborated with stakeholders in brainstorming sessions, reducing workflow errors by 45%.
- Managed inventory and budgets, ensuring timely material and equipment delivery.

## **Academic Projects**

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### **Cost Estimation of G+7 Commercial Building**

**Jan 2023 – April 2023 | *Concordia University / Brocolini, Canada***

- Estimated costs and prepared quantity takeoffs for a 7-story commercial building, achieving a 12.3% deviation from initial estimates.
- Applied Procore to streamline project documentation, improving documentation efficiency by 15%.
- Collaborated with a senior project manager to track progress and ensure compliance with Canadian Construction Agreement (CCA) standards.

### **Replacement of Flat Roofs in Residential Apartment**

**Sep 2022 – Dec 2022 | *Concordia University, Canada***

- Led financial planning, identifying budget variances and achieving a 10% cost reduction across project segments.
- Designed project drawings, performed quantity takeoffs, and ensured compliance with local building codes.

## **Education**

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- **Masters in Construction Engineering and Project Management**  
Concordia University, Montreal, Canada (Sept 2022 – June 2024)
- **Bachelor in Civil Engineering**  
Amrita Vishwa Vidya Peetham University, India (June 2017 – May 2021)

## **Technical skills**

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**Project Management Tools:** MS Project, Procore, Builder Trend, Build XACT, SAGE.

**Design Tools:** Auto CAD, Revit, Navisworks, Bluebeam Revu, Civil 3D.

**Computer Applications:** MS Office Suite, Adobe Suite.

**Soft Skills:** Stakeholder Management, Data- Driven Decision Making, Resource Optimization, Resilience.

## **Certifications**

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- LEED Green Associate – USGBC, 2024
- Procore Construction Management Professional Certificate - Procore, 2024
- Principles of Safety Management - CSAM , 2025
- WSH Committee & Worker Safety & Health Representative - CSAM , 2025
- Health and Safety on Construction Sites (WHMIS 2015)
- Driving Licence – Class 5