

Sai Kiran Chipalthurthi, PMP

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Professional Summary

Certified Project Management Professional (PMP) with 9+ years of civil engineering and project management experience across residential, commercial, industrial, and turnkey projects. Strong structural knowledge with expertise in coordinating architectural, structural, and MEP designs. Proven track record of delivering projects on time and within budget while upholding quality, safety, and compliance standards. Skilled in PMI-based project management, including scope, cost, schedule, and risk control. Effective team leader focused on execution efficiency and stakeholder alignment.

Key Skills

- Project execution & management
- Coordination of multiple concurrent projects
- Risk identification, analysis, and mitigation strategies
- Earned value analysis and project performance tracking
- Schedule development and timeline management
- Stakeholder Management
- Resource Management
- Comprehensive Documentation & Reporting
- Cost estimation and budget planning
- Quantity takeoff & Control

Employment History and Experience:

Project Coordinator / Assistant Project manager

09/2024 – 12/2024

Saga Development LTD– Edmonton, Alberta, Canada

- Coordinated with Civil, Architectural, and MEP consultants during preconstruction and construction phases, ensuring design alignment and reducing coordination-related delays by 20%.
- Performed quantity surveying for multifamily, multiplex, and single-family projects using Planswift software.
- Performed lumber quantity takeoffs using Planswift, reducing material waste by 15%.
- Developed schedules and timelines for multifamily, townhouse, and single-family projects using MS Project.
- Developed scope of work documents for tendering and budgeting. Assisted in budget preparation for multiplex and multifamily residential projects.
- Reviewed shop drawings, construction plans, Geo-Tech reports, feasibility studies, and miscellaneous reports.
- Identified design discrepancies in shop drawings and reports, preventing costly rework and project hold-ups.
- Verified quotes and invoices from suppliers and subcontractors for compliance with specifications and quantities.
- Facilitated coordination between consultants, engineers, and trades, resolving technical queries swiftly and maintaining construction momentum.
- Secured permits from municipal authorities and expedited approval timelines through effective documentation management.
- Improved internal communication by distributing updated drawings, RFIs, and reports efficiently to all stakeholders.

Intake - Building Division and Property Standards Officer

03/2023 - 04/2024

The City of Sault Ste. Marie municipal corporation – Sault Ste. Marie, Ontario, Canada

- Provided front-line support to residents, developers, and contractors by interpreting the Ontario Building Code, Zoning By-laws, and municipal planning regulations.
- Reviewed permit applications and development proposals to ensure compliance with applicable codes, land use policies, and submission requirements.
- Issued minor building and By-Law permits after review.
- Coordinated with planning, engineering, and inspection staff to validate permit conditions, streamline application processing, and resolve compliance issues.
- Interpreted site plans, building plans, and zoning maps to assist in permit issuance, zoning clearances, and variance applications.
- Maintained and updated digital records, including zoning compliance reports, permit tracking, and inspection outcomes, using internal software systems.
- Calculated complex permit fees with zero audit findings, ensuring regulatory compliance and revenue accuracy.
- Performed inspections on residential structures and fences, ensuring full adherence to municipal safety codes.
- Enforced municipal property standards and zoning regulations.

- Enforced property standards, issuing timely compliance notices that led to improved neighborhood aesthetics and safety.

Project Engineer

10/2021 - 08/2022

Power On Building Contracting LLC – Dubai, United Arab Emirates

- Managed projects in alignment with approved drawings, schedules, building codes, and specifications.
- Managed a project valued at AED 14 million (CAD 5.18 million) from pre-initiation through execution, showcasing leadership and effective project management.
- Chaired weekly progress and preconstruction meetings, improving project communication & milestone alignment.
- Assisted in developing project plans, schedules, budgets, and HSE plans.
- Performed quantity takeoff, costing, and estimation for competitive bidding processes.
- Prepared method statements, execution plans, submittals, and presentations for project briefs and closures.
- Provided technical support to the project team and stakeholders, encouraging collaboration and problem-solving.
- Generated monthly progress reports and communicated updates to stakeholders to ensure project alignment.
- Established a risk registry, assessed risks, and created mitigation plans to ensure project success.
- Maintained accurate financial tracking and reviewed subcontractor payment certificates with zero discrepancies.
- Recommended cost-efficient methods and improved performance through effective workforce management.
- Assisted the project manager in reviewing quantities, change orders, and monthly reconciliations.
- Prepared and maintained project reports, cost tracking, status updates, document control, and shop drawing records.

Project Engineer

12/2018 - 09/2021

Arbab Shams Building Contracting LLC – Dubai, United Arab Emirates

- Managed projects per approved drawings, specifications, and building codes, ensuring compliance and quality.
- Performed costing and estimation for civil engineering projects valued over AED 4M (CAD 1.48M), delivering accurate and competitive bids.
- Developed project plans, schedules, and Gantt charts to optimize resource allocation and execution.
- Monitored project progress and adjusted schedules to meet site needs.
- Collaborated with cross-functional teams to ensure alignment with project objectives.
- Resolved on-site issues by organizing meetings and coordinating prompt solutions.
- Supervised 30+ workers and subcontractors, maintaining productivity and safety standards across multiple sites.
- Managed change orders effectively, limiting scope creep and maintaining budget alignment.
- Reviewed subcontractor shop drawings and invoices for accuracy.
- Prepared daily progress report sheets incorporating built-in Earned Value Analysis (EVA).

Site Engineer

10/2015 - 11/2017

Abwab Al Qalaah engineering contracting L.L.C – Abu Dhabi, United Arab Emirates

- Delivered a high-risk Oil & Gas civil works project at GASCO under strict H2S safety protocols, with zero safety violations.
- Prepared and submitted construction submittals for equipment, materials, and specifications, maintaining high-quality standards and ensuring regulatory compliance.
- Supervised a construction team of 30, providing effective leadership and operational oversight.
- Achieved a 30% improvement in project delivery by enhancing crew planning and material flow management.
- Developed a site-specific risk registry, eliminating potential hazards and reducing schedule delays.
- Enhanced project accuracy by implementing advanced survey techniques, ensuring precise and reliable measurements.
- Documented daily activities and led resource allocation to improve site efficiency and reduce idle time.

Site Engineer

12/2013 - 03/2015

Reliance Jio – Hyderabad, Telangana, India

- Managed the structural scope and erection of 13 telecom towers and oversaw 60 km of fiber trenching, successfully delivering 4G infrastructure ahead of schedule and in full compliance with technical standards.
- Led a team of 25+ construction personnel, ensuring prompt project completion within established deadlines.
- Ensured legal compliance with local construction and environmental regulations throughout project phases.
- Delivered detailed documentation, including ITPs and GPS-based maps, enhancing quality control and approval processes.
- Coordinated multiple subcontractors, resolving scope and timing conflicts to meet critical deployment targets.

Education

Bachelor of Technology in Civil Engineering (4-year program) 07/2009 to 08/2013

University: Jawaharlal Nehru Technological University, Hyderabad, Telangana, India

WES Credential Evaluation: Canada Equivalency Bachelor's Degree (4 years)

Certifications

- **Project Management Professional (PMP) - Project Management Institute—03/2024**
- Legal Process for Building Officials & Designers 2012: The Ministry of Municipal Affairs & Housing (MMAH) Ontario
- Primavera P6 Project Planning and Scheduling—Udemy
- Project Manager—**Procore & BuilderTrend**
- WHMIS 2015 – by WHMIS Training Canada
- Ontario Building Officials Association Membership - BCIN
- Emergency First Aid with CPR & AED

Professional Software's

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|---------------------|------------------------|
| • PlanSwift 11 | • Bluebeam |
| • Primavera p6 2023 | • AutoCAD 2D |
| • Procore | • Microsoft Office 365 |
| • Builder Trend | • Microsoft Project |

Projects Executed:

- **At Saga Developments, Edmonton, Alberta, Canada**
- The Pointe At Riverview – Multifamily apartments building – 50 million CAD\$
- Parkside Mann Avenue – Townhouses development – 30 million CAD\$
- Single Family detached and Duplex residential projects.
- **At Power on Building Contracting L.L.C, Dubai, UAE**
- Construction of protection barriers for the Gas Pipeline of Sharjah National Oil Corporation (AED 14,Million CAD\$ 5.2 million)
- Construction of Fiber RCC Bund wall & containment floor for off-spec tank at Dubai Petroleum AED 1.2 million
- Demolition and Construction of Padel Tennis court at Five-star Hotel Madinat Jumeirah, Dubai—AED 400,000.00
- **At Arbab Shams Building Contracting L.L.C, Dubai, UAE**
- G+1: Residential Villa Home Construction, 11,840.30 Sq ft worth AED 1.2 million
- G+1: Residential Villa Home Construction, 9,687.52 Sq ft worth AED 1 million
- Drywall partition, Dot, and dab wall projects for five-star hotel
- **At Abwab Al Qalaah engineering contracting L.L.C - Abu Dhabi, UAE**
- Construction /structural works for Upgrade of HVAC for Analyzer Shelter and Substation in GASCO HABSHAN 0 - AED 950,000.00 - Oil & Gas project
- Turnkey project: Civil works, Electrical, Earthworks, Chiller Installation, Hot tapping at Dubai Men's College, Silicon Oasis, Dubai, UAE—AED 500,000.00
- **At Reliance Jio, Hyderabad, Telangana, India**
- Telecommunications 4G Project: Construction of foundations for Ground Base Tower (3M Depth) & Roof Top Tower. Horizontal Directional Drilling (HDD) at highway crossings, earthworks, and laying of OFC cable.

Personal Information

- Driving License: Valid Class 5 with own vehicle.
- Residency visa status: Permanent Resident
- Open to Relocation

References

Available upon request.