Pratik Patel

CONSTRUCTION PROJECT COORDINATOR - Scheduling, Resource Management, Meeting Deadlines

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SKILLS

- **Project Coordination:** Critical path method scheduling, cost variance analysis, resource allocation modeling.
- **Project Management Tools:** Primavera P6 enterprise project portfolio, Microsoft Project Gantt charting.
- **Technical Documentation:** Request for Information (RFI), change order registers, tracking documentation.
- **Computer-Aided Design (CAD):** AutoCAD, Civil 3D for drafting, terrain modeling, corridor design.

WORK EXPERIENCE

Project Coordinator - Civil **February 2021 – November 2022**
Chetan Construction Co. *India*

- Developed and maintained detailed construction schedules using Primavera P6 and MS Project, and reducing project delays by 18%. Implemented resource loading and time-cost trade-off methods for schedule optimization.
- Executed cost estimating processes using AutoCAD for take-offs and Excel-based budgeting, which resulted in a 15% improvement in procurement accuracy. Reduced budget overruns by 10% through cost-risk identification.
- Orchestrated weekly cross-functional meetings to address technical discrepancies. Shortened issue resolution time by 25% through regular documentation. Oversaw coordination between multidisciplinary teams by 25%.
- Administered technical documentation such as RFIs, submittals, and change orders, streamlining the review and approval process to increase turnaround time by 30%. Ensured compliance with contract specifications by 15%.
- Conducted routine site inspections to verify adherence to blueprints, technical specs, and safety protocols to a 20% reduction. Documented findings in daily field reports and used all to track contractor performance in week.
- Developed cost-effective procurement strategies for over 50 materials and components, achieving a 12% savings. Negotiated with suppliers to reduce material costs by 8% and improving delivery timelines by 15% overall.

Site Engineer - Intern **October 2020 – December 2020**
Rachna Construction Pvt. Ltd. *India*

- Facilitated in daily site execution by interpreting structural drawings, aligning field activities with client specifications and timelines. Improved site productivity by 12% through per-emotive planning and work check lists.
- Verified vendor invoices against purchase orders, achieving a 100% match rate. Ensured material compliance with IS codes upon arrival. Coordinated material procurement, ensuring timely delivery of construction materials.
- Maintained over 150 construction documents including inspection reports, RFIs, and deviation logs with 100% accuracy. Delivered weekly progress documentation across 10+ active projects for senior management review.
- Influenced quality control initiatives by performing visual inspections in material testing for concrete and steel. Identified minor design discrepancies during re-bar placement. Contributed to 95% compliance in QA/QC audits.
- Attended daily toolbox meetings and safety audits to reinforce hazard awareness among 50+ site personnel. Recommended improvements that led to a 20% reduction in minor on-site incidents and adopting by 90%.
- Collaborated closely with the site management team to design and implement an optimized material handling procedure, utilizing lean construction principles and just-in-time inventory management strategies by 18%.

PROJECT EXPERIENCE

Estimation for Residential Housing Development
Personal Project

- Conducted overall time to time cost estimation for a residential housing development project consisting of 10 single-family homes. Utilized advanced material quantity take-offs through Bluebeam and On-Screen Takeoff.
- Achieved a 10% increase in cost-effectiveness through strategic bid evaluation and comparative analysis of supplier quotations. Leveraged market benchmarking, value engineering principles, and procurement analytics.
- Implemented a centralized system for tracking cost inputs and conducting periodic budget reviews, resulting in a 20% reduction in estimation errors. Enhanced budget accuracy and provided improved visibility phases.

Spherical Stadium Design
Personal Project

- Spearheaded the design and modeling of a vast spherical stadium using Autodesk Revit and Dynamo Visual Programming. Leveraged parametric design techniques to reduce overall design time by 30%, enhancing efficiency.
- Optimized the stadium's functional layout and spatial efficiency by integrating Revit's advanced 3D modeling capabilities with Dynamo for parametric design. This process led to a 25% improvement in space utilization.
- This collaborative approach reduced design conflicts by 18%, enhancing communication and ensuring that critical design elements, such as structural integrity and audience experience, integrating into the final design by 55%.

EDUCATION

Master's Degree in Civil Engineering **January 2023 – June 2024**
University of Windsor, Canada

Bachelor's Degree in Civil Engineering **August 2017 – July 2021**
Gujarat Technological University, India