

# SANJEEV ACHARYA

PMP Certified | Project Coordination | Construction & Industrial Projects | 5+ Years Experience  
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## SUMMARY OF QUALIFICATIONS

- PMP-certified project professional with 5+ years of experience in construction and industrial project coordination, supporting planning, scheduling, documentation, and execution.
- Proven track record improving workflow efficiency and reducing delays through structured coordination, including contributing to a 20% reduction in delays and 25% improvement in process efficiency.
- Experienced coordinating site activities, subcontractors, suppliers, material flow, project records, RFIs, change orders, safety documentation, and progress reporting.
- Strong construction foundation with exposure to prefabricated structures, multi-story building projects, lean practices, ISO-aligned quality systems, and fast-paced project environments.

## KEY SKILLS & COMPETENCIES

- **Project Coordination & Execution:** Planning, scheduling, site coordination, progress tracking, action follow-ups, and milestone support.
- **Construction & Site Management:** Subcontractor coordination, material planning, procurement tracking, installation sequencing, site logistics, and field execution support.
- **Documentation & Controls:** Daily site reports, RFIs, change orders, deficiency tracking, compliance records, meeting notes, schedules, and project tracking logs.
- **Safety & Quality:** OSHA site practices, safety documentation, quality inspection, ISO-aligned standards, risk identification, and corrective action support.
- **Tools & Methods:** MS Office Suite, AutoCAD, Excel-based project trackers, MS Project, Lean construction, Six Sigma concepts, risk assessments, and mitigation planning.

## CERTIFICATIONS

- Project Management Professional (PMP) - PMI
- Lean Six Sigma Green Belt

## PROFESSIONAL EXPERIENCE

### Construction & Renovation

Ontario, Canada

Freelance Project Coordinator

Jan 2026 - Present

- Coordinating residential renovation projects including planning, scheduling, material coordination, and execution across multiple ongoing activities.
- Managing timelines, task sequencing, and resource coordination to maintain workflow continuity and support client-defined deadlines.
- Communicating with clients, subcontractors, and suppliers to align scope, resolve issues, and confirm deliverables.
- Maintaining project documentation including schedules, progress tracking, scope updates, coordination records, and action follow-ups.
- Identifying delays and execution issues early, then adjusting plans to maintain project timelines and reduce workflow disruptions.
- Improving workflow efficiency through structured planning, material coordination, and sequencing practices.

### Young Roofing & Construction

Winnipeg, MB

Project Coordinator - Construction Projects

May 2025 - Dec 2025

- Coordinated on-site residential construction activities including material planning, procurement tracking, and workflow execution.
- Maintained daily site reports, scheduling updates, progress tracking systems, and short-term coordination records.
- Coordinated material deliveries and site logistics to ensure uninterrupted operations and timely availability of resources.
- Monitored project milestones, identified delays, and supported corrective actions to maintain schedule adherence.
- Supported subcontractor coordination and installation sequencing across multiple trades and active work areas.
- Supported site-level safety practices and maintained safety documentation in alignment with the provincial requirements.

<b>FreshRooms Hospitality Services</b> <i>Assistant Manager - Residential Construction Projects</i>	Bhubaneswar, India Apr 2022 - Apr 2023
<ul style="list-style-type: none"> <li>Supported planning, scheduling, and execution of residential construction projects across multiple sites.</li> <li>Coordinated contractors, subcontractors, suppliers, labor teams, and materials to maintain workflow continuity.</li> <li>Managed scheduling updates, daily progress tracking, site coordination activities, RFIs, change orders, and project documentation.</li> <li>Led quality improvement initiatives that reduced defects by 30% and improved execution consistency.</li> <li>Trained and coordinated 25+ staff, improving team productivity, work consistency, and task execution.</li> <li>Improved operational processes contributing to a 35% increase in customer satisfaction and stronger project delivery consistency.</li> <li>Supported procurement optimization and supplier coordination practices that contributed to a 15% reduction in operational expenses.</li> </ul>	

<b>Indutech Solutions &amp; Manufacturing Pvt. Ltd.</b> <i>Project Coordinator</i>	Bhubaneswar, India Aug 2019 - Oct 2021
<ul style="list-style-type: none"> <li>Coordinated execution of civil and structural construction projects, including multi-story residential and prefabricated building work.</li> <li>Delivered over 8,000 sq ft of prefabricated construction projects aligned with quality benchmarks and lean practices.</li> <li>Reduced project costs by 15% through process optimization, supplier coordination, and improved material planning.</li> <li>Monitored construction schedules, tracked daily progress, and supported delay mitigation through workflow planning.</li> <li>Coordinated site engineers, subcontractors, trades, equipment usage, and material flow to maintain productivity and quality.</li> <li>Maintained project documentation, progress reports, construction records, and compliance with ISO-aligned standards.</li> <li>Supported execution of G+1, G+2, and G+4 building projects while maintaining quality and schedule control.</li> </ul>	

## SELECTED PROJECT HIGHLIGHTS

- Prefabricated Construction Projects:** Supported execution of G+1, G+2, and G+4 prefabricated building projects covering 8,000+ sq ft, with focus on material flow, schedule control, quality benchmarks, and ISO-aligned documentation.
- Residential Construction Coordination:** Coordinated site activities, material deliveries, procurement tracking, subcontractor communication, and daily progress documentation for residential construction projects.
- Ontario Renovation Projects:** Coordinating small-scale residential renovation work involving client communication, scheduling, material coordination, scope tracking, and workflow management.
- Project Controls & Documentation:** Maintained and supported project records including daily site reports, RFIs, change orders, deficiency tracking, progress logs, procurement updates, safety documentation, and quality records to improve communication and project control.
- Quality, Cost & Workflow Improvement:** Supported Lean/Six Sigma-based improvement practices that contributed to stronger workflow efficiency, reduced defects, improved material coordination, and cost-control outcomes across construction and operational environments.
- Safety & Compliance Support:** Supported safety-focused project execution by maintaining safety documentation, identifying site-level risks, following applicable construction safety practices, and helping ensure work activities aligned with quality and compliance expectations.

## EDUCATION

<b>Lambton College of Applied Arts &amp; Technology, Ontario</b> <i>Postgraduate Degree in Quality Engineering Management</i>	Sept 2023 - April 2025
<b>Bachelor of Technology, Orissa Engineering College, India</b> <i>Civil Engineering</i>	July 2014 - June 2018