

SHAHANAS N

PROJECT COORDINATOR

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PROFILE SUMMARY

Results-driven Construction Supervisor with expertise in site supervision, project coordination, and drafting. Skilled in managing construction timelines, ensuring compliance with safety standards, and overseeing site operations for optimal project execution. Experienced Draughtsman with proficiency in creating detailed technical drawings and coordinating project plans. Strong background in collaborating with multidisciplinary teams to meet project milestones. Adept at resolving challenges, ensuring quality control, and delivering projects within budget and deadlines.

EDUCATION

- **Draughtsman - Civil | 2020**

*Mata Amritanandamayi Mission Trust Industrial Training Institute, Puthiyakavu,
Kollam, Kerala, India*

- **HIGHER SECONDARY | 2018**

S B V S Government Higher Secondary School, Panmana, Manayil, Kollam, Kerala, India

- **SSLC | 2016**

S B V S Government Higher Secondary School, Panmana, Manayil, Kollam, Kerala, India

WORK EXPERIENCE

PROJECT COORDINATOR

July 2021 - Present

Greecon Architects

- Oversee daily site operations, ensuring compliance with safety regulations and project specifications to guarantee smooth workflow and quality control.
- Manage project timelines and schedules, coordinating with contractors, suppliers, and subcontractors to ensure on-time project delivery.
- Supervise construction activities, conducting site inspections and providing guidance to workers to maintain high standards of workmanship.
- Collaborate with project managers and architects to review plans and ensure accurate execution of design specifications.
- Ensure effective resource management by tracking materials, equipment, and labor to optimize project efficiency and minimize delays.
- Conduct regular quality checks and resolve any construction issues, ensuring adherence to building codes, regulations, and client requirements.

SITE SUPERVISOR TRAINEE

June 2020 -June 2021

K V Constructions, Kollam, Kerala

- Assisted in supervising daily construction site operations, ensuring compliance with safety standards and project specifications.
- Supported senior site supervisors in coordinating activities between contractors, workers, and suppliers to maintain smooth project flow.
- Conducted site inspections and monitored construction progress, identifying and reporting any issues or delays to senior management.
- Assisted in reviewing project plans and blueprints to ensure the accurate implementation of designs and materials.

- Helped manage on-site resources, including labor, materials, and equipment, to ensure timely project completion and cost-effectiveness.
- Collaborated with the project team to ensure all construction activities were in line with quality standards, regulatory requirements, and client expectations.

SOFTWARE SKILLS

- AutoCAD 2D – Drafting & Plotting, Basics of Revit & 3ds Max
- MS Word, MS Excel, MS PowerPoint
- Basic of SketchUp

SKILLS

- Construction Site Supervision
- Project Coordination & Management
- Construction Project Planning
- Site Inspection & Quality Control
- Safety Compliance & Risk Management
- Resource & Materials Management
- Blueprint & Technical Drawing Creation
- Project Scheduling & Timelines
- Team Leadership & Coordination
- Budgeting & Cost Control in Construction

LANGUAGES

- English
- Malayalam
- Arabic
- Tamil

PASSPORT DETAILS

- Passport No : X7184103
- Date of Issue : 28/03/2023
- Date of Expiry : 27/03/2033

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