

Mohammadzaid Qureshi, PMP

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PROJECT COORDINATOR | ASSISTANT PROJECT MANAGER | PMP CERTIFIED

PMP-certified construction and infrastructure professional with 6+ years of experience supporting design coordination, project delivery, and construction execution across Canada and India. Proven ability to coordinate multidisciplinary teams, manage project documentation, track schedules and costs, and support permitting and compliance for utilities, telecom, and public infrastructure projects. Strong technical foundation combined with practical project management and stakeholder coordination skills. Basic knowledge of MS Project for scheduling and cost tracking; eager to expand expertise and adapt to dynamic site conditions while supporting field teams

TECHNICAL SKILLS

- Design Coordination & Drawing Review (QA/QC)
- Project Scheduling & Budget Tracking
- Cost Reporting & Month-End Reconciliation
- Site Coordination & Field Reporting
- Utility & Infrastructure Projects
- Stakeholder Communication
- Quantity Take-offs & Estimations
- Microsoft Office Suite (Excel, Word, PowerPoint)
- MS Project (Basic Knowledge, Eager to Learn)
- AutoCAD, Civil 3D, MicroStation

PROFESSIONAL EXPERIENCE

Computer Aided Design Technician / Design Coordinator - Telecom Design - Dry Utilities

Scarborough Transit Connect (Metrolinx Project), Toronto, ON | Sep 2023 – Present

- Produced detailed telecom and utility relocation drawings according to TTC and municipal standards.
- Reviewed and revised utility designs in coordination with field engineers to address site-specific requirements.
- Assisted in project coordination efforts, supporting scheduling and stakeholder communication to ensure on-time deliverables.
- Contributed to permit application preparation and ensured drawings complied with safety and quality standards.
- Supported telecom excavation activities by coordinating drawings, reviewing excavation limits and utility conflicts, and assisting with compliance to shoring, safety, and municipal requirements.
- Liaised with engineers, contractors, and municipal stakeholders to resolve site constraints and design conflicts.

CAD Designer/Technician

Aecon Group Inc., Etobicoke, ON | May 2023 – Present

- Developed and maintained tracking tools for schedules, deliverables, budgets, project costs, and scope changes using Excel and project management software.
- Assisted Project Managers with project planning, schedule tracking, budget monitoring, and forecasting activities.

- Prepared and maintained project status reports, identified deviations from approved plans, and supported corrective actions.
- Facilitated coordination meetings with engineers, contractors, and municipal reviewers, including follow-ups and action item tracking to support project milestones.
- Supported contract and design document reviews to ensure scope alignment, constructability, and accurate project reporting.
- Improved drawing management and document control processes, reducing design rework by 15%.
- Integrated plans and schedules across multidisciplinary teams to ensure timely delivery of work.

Design Technician – Utilities

Telecon, Vaughan, ON | Feb 2022 – May 2023

- Designed utility and telecom layouts using AutoCAD and Visio for multiple sites across Ontario.
- Created over 100 permit-ready design packages, reducing cycle time by 15% through standardization.
- Collaborated with city reviewers and engineers to resolve design conflicts and accelerate approvals.
- Assisted with QA/QC reviews and resolution of municipal comments, resulting in a 20% reduction in field issues.
- Maintained accurate project documentation, reports, and drawing logs for all assigned projects.
- Prepared as-built drawings and coordinated with stakeholders for submission and approval.

Construction Project Coordinator / Project Engineer

Zakir Construction, Gujarat, India | Aug 2017 – Jul 2020

- Assisted Project Manager in developing project plans, schedules, budgets, and risk logs, ensuring compliance with project standards and timelines.
- Coordinated with contractors, vendors, and site teams to monitor construction progress, resolve issues, and maintain quality and safety standards.
- Prepared and maintained project documentation, status reports, and meeting minutes, providing clear updates for internal and external stakeholders.
- Supported change management and project close-out activities, including tracking deliverables, documenting lessons learned, and ensuring smooth handovers.
- Acted as liaison between clients, subcontractors, and internal teams, facilitating timely communication, approvals, and resolution of project-related issues.
- Provided technical support to field teams, resolving design and execution challenges.
- Assisted with cost reporting and contributed to month-end reconciliation activities, ensuring accurate financial tracking and reporting.
- Performed quantity take-offs and material estimations to support procurement and cost control.

EDUCATION & CERTIFICATIONS

Project Management Professional (PMP)

PMI | Issued June 2025

Project Management Certificate

Centennial College, Toronto, ON | May 2020 – Dec 2020

M.E. Construction Management & Engineering

Gujarat Technological University, India | Aug 2017 – Jun 2019

B.E. Civil Engineering

Gujarat Technological University, India | Aug 2013 – Jun 2017

Willing to travel to project sites as required.