

FAIZAL VHORA

PROJECT COORDINATOR - Project Management, Planning & Process Optimization

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📍 Toronto

in [LinkedIn](#)

SKILLS

- **Design Software:** AutoCAD, Revit, Bluebeam, STAAD Pro, MS Project, SAP, 3D Modeling, CAD Drafting.
- **Project Management:** MS Project, Project Planning, Scheduling, Budgeting, Resource Allocation, Risk Assessment.
- **Technical Skills:** SAP, AutoCAD Design, Bluebeam, Revit, Technical Documentation, Process Optimization.
- **Data Analytics and Management:** Office productivity tools for optimized project workflows & data analysis.

WORK EXPERIENCE

Customer Experience Associate

June 2022 – Present

Walmart

Ontario

- Facilitated the promotion of 150+ credit card offerings, by targeted outreach strategies to engage customers, generating over \$7,000 in charity contributions and increasing customer retention rates by 25% through personalized follow-up.
- Streamlined inventory management by conducting daily inventory counts, implementing automated replenishment systems, performing deep zoning analysis, and overseeing the returns process, resulting in a 30% reduction in stockouts.
- Deployed 15% data-driven insights to generate regular performance reports on customer satisfaction, sales performance.

Architectural Designer

November 2021 – March 2022

ISP Global Consulting PVT. LTD

Ontario

- Created detailed structural drawings for commercial projects using AutoCAD and Revit, enhancing design accuracy by 10% and reducing the need for rework by drafting techniques and adhering strictly to client specifications.
- Coordinated cross-functional teams to optimize project timelines, utilizing Gantt charts and critical path method analysis to reduce overall project duration by 15%, maintaining high-quality standards and minimizing resource wastage.
- Conducted 25+ site visits and reviews of construction drawings to ensure compliance with codes and specifications.

Project Coordinator

September 2018 – April 2021

Vedang Infra Projects LLP

Ontario

- Managed and prioritized daily project activities for both commercial and residential projects, ensuring the timely completion of 95% of milestones, through effective communication with stakeholders and resource management strategies.
- Regularly conducted site inspections, leveraging project management software to track real-time progress and ensure compliance with design specifications and safety regulations, reducing project delays by 10% and improving client trust.
- Facilitated the preparation of 50+ project documentation, including contracts, and proposals, ensuring communication.

PROJECTS

Wild Fork's Sustainable Packaging Initiative

Role: Team Leader

- Managed a team and developed innovative strategies to reduce environmental impact through sustainable packaging.
- Delivered a presentation outlining all strategies for minimizing packaging waste by 15%, using data-driven insights.

Audit of the Finch West LRT Communication System

Role: Project Manager

- Prepared an audit report for the completed Finch West LRT communication system, identifying process improvements.
- Applied PMBOK Guide methodologies and guidelines enhancing project deliverables, resulting in overall 15% growth.

VOLUNTEERING

Humber College Orientation

- Facilitated 10+ "Meet Your Faculty" sessions during the orientation, ensuring a smooth and informative transition.

Muslim Fest

- Monitored artist security and operations during the festival, coordinating with 100+ event staff and security personnel.

EDUCATION

Ontario Graduate Certificate, Supply Chain Management

May 2023 – December 2023

Humber Institute of Technology, Toronto

Ontario Graduate Certificate, Project Management

May 2022 – December 2022

Humber Institute of Technology, Toronto

Bachelor's Degree, Civil Engineering

August 2014 – June 2018

Gujarat Technological University, India

CERTIFICATION

- CAPM (Certified Associate in Project Management) WHMIS 2015 With GHS