

Mrugesh Brahmhatt

PROJECT COORDINATOR – Project Management, Administrative Support, Reporting

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SKILLS

- **Project Management Tools:** Primavera P6, MS Project, SAP MM, SAP EHS, SharePoint, Program Management.
- **Engineering Software:** AutoCAD, Revit, Bluebeam, Aconex, MicroStation, Infrastructure Planning, Navisworks.
- **Documentation:** ISO Certification, ESG, Risk Management, Change Management, Contract Evaluations, Auditing.
- **Data Analysis & Reporting:** MS Excel (Pivot Tables, VLOOKUP), Power BI, Tableau, Dashboards, KPIs.
- **Scheduling:** Critical Path Analysis, Baseline Schedule Development, Schedule Risk Analysis, Resource Allocation.

WORK EXPERIENCE

Data Collection Clerk (Part Time)

February 2025 – Present

Statistics Canada, Government of Canada

Alberta

- Conducted over 500 quantitative and qualitative interviews using structured survey methodologies, probability sampling, and data validation, achieving 99.8% data accuracy for national demographic databases using CATI systems.
- Aligned with 10+ contractors, GIS analysts, and statisticians to ensure precise geospatial metadata documentation, spatial resolution consistency, and compliance with Statistics Canada's confidentiality and privacy standards.
- Trained 4 new clerks on CATI protocols, CRM software, SQL querying, data normalization, encryption standards, API integration, and metadata management, increasing team productivity by 25% and reducing data entry errors by 15%.
- Streamlined data collection processes using real-time data syncing, databases, and data encryption protocols, cutting survey completion time by 20% while maintaining response quality and participant satisfaction rates above 90%.
- Generated weekly reports summarizing survey progress, data integrity issues, KPI dashboards, mechanized data validation, predictive analytics, and real-time data visualization, enhancing transparency and enabling troubleshooting.

Project Coordinator / Project Manager

November 2023 – Present

Absolute Laser and Manufacturing

Remote, Canada

- Directed 5+ construction and clean energy projects using risk assessment, stakeholder communication, resource leveling, Gantt chart analysis, and cost variance tracking, delivering 95% of projects within scope and schedule parameters.
- Applied advanced project management techniques using Primavera P6 and MS Project to streamline resource allocation and conduct variance analysis, to improve timeline accuracy and achieve a 12% reduction in budget overruns.
- Implemented stakeholder feedback loops incorporating CRM systems, real-time analytics, KPI tracking, version control, cloud collaboration, and performance benchmarking that improved client satisfaction scores by 22% across projects.
- Mobilized weekly cross-functional team meetings with 15+ members using video conferencing platforms, time tracking systems, collaboration suites, digital whiteboards, and action item trackers, reducing project delays by 30%.
- Developed and maintained project documentation integrating standardized workflows, metadata tagging, cloud storage solutions, audit trails, collaborative editing, and API integrations, decreasing report preparation time by 40%.

Project Coordinator

March 2023 – November 2023

Mindtree Consultant Inc.

Alberta

- Maintained integrated schedules for 3+ projects using Primavera P6 and Procore, improving milestone adherence by 18% through resource leveling, float management, risk analysis, Gantt chart tracking, and schedule baselining.
- Unified interdisciplinary teams and subcontractors to achieve 100% compliance with QA/QC standards, implementing root cause analysis, Six Sigma methodologies, corrective action plans, non-conformance reporting (NCR).
- Reduced project risks by 15% by instituting weekly risk assessments utilizing Monte Carlo simulations, risk registers, fault tree analysis, contingency planning, mitigation workflows, incident tracking software, and compliance audits.
- Streamlined subcontractor onboarding process, cutting ramp-up time by 25% through the integration of programmed onboarding platforms, e-learning modules, access control protocols, performance dashboards, and cloud-based HRIS.
- Facilitated knowledge sharing sessions that increased team productivity by 20% using platforms, document repositories, version control systems, video conferencing tools, feedback loops, competency matrices, and skills tracking software.

Manager

June 2017 – February 2023

Gujarat State Petronet Ltd. (Government of Gujarat)

India

- Managed 10+ capital projects on pipeline infrastructure using EVM, CPM, critical chain project management (CCPM), and resource optimization, maintaining schedule adherence above 90% and controlling cost variance within 5%.
- Supervised procurement, vendor management, contract negotiation, and regulatory permits, achieving 100% compliance with ESG guidelines, statutory clearances, and environmental impact assessments (EIA) ahead of deadlines.
- Improved project cost tracking accuracy by 18% by integrating digitized reporting tools, real-time dashboards, ERP systems, financial forecasting models, variance analysis software, cloud-based analytics, and budget control frameworks.
- Headed a team of 25+ engineers and contractors, reducing turnover by 12% through mentorship, performance feedback, KPI tracking, agile methodologies, employee engagement tools, competency mapping, and workflow automation.

- Delegated cross-departmental efforts that shortened project approval cycles by 20% using project delivery, workflow automation, stakeholder management, cloud collaboration tools, real-time data analytics, and compliance monitoring.

Assistant Manager

May 2010 – May 2017

Gujarat State Petroleum Corporation Ltd. (Government of Gujarat)

India

- Created 3D CAD models, and piping isometrics using AutoCAD, BIM, Navisworks, Revit, clash detection, pipe stress analysis, spool drawings, and CFD simulations, improving design accuracy by 15% and reducing project rework cycles.
- Conducted earned value analysis, schedule risk assessments, critical path method, Monte Carlo simulations, resource smoothing, variance analysis, and stakeholder reporting, optimizing workflow to improve on-time delivery by 18%.
- Optimized repetitive CAD processes reducing design time by 22% and improving team efficiency using parametric modeling, script automation, BIM integration, version control, workflow optimization, and cloud-based collaboration.
- Trained 8 junior engineers on BIM and clash detection software, increasing team capability and reducing errors by 14% through model coordination, Revit workflows, Navisworks integration, 3D visualization, and data interoperability.
- Pioneered safety protocol improvements that decreased on-site incidents by 20% using hazard identification, risk mitigation strategies, OSHA compliance, safety audits, incident reporting systems, and real-time monitoring technologies.

PROJECT EXPERIENCE

Offshore Process Platform and Sub-Sea Pipeline

December 2016 – September 2018

Planning Engineer – Gujarat State Petroleum Corporation Ltd.

- Managed planning for a \$92M offshore project, and commissioning phases, resulting in 30% faster decision-making through integrated scheduling, resource optimization, risk analysis, real-time monitoring, and stakeholder alignment.

Onshore Gas Terminal (\$138M USD)

April 2014 – November 2016

Planning Engineer – Gujarat State Petroleum Corporation Ltd.

- Directed controls for a \$138M gas terminal, delivering 100% progress reports and improvement in resource efficiency through Primavera P6 scheduling, cost variance tracking, baseline updates, and contractor performance metrics.

Gana-Hadala Natural Gas Pipeline

May 2012 – March 2014

Project Coordinator / Planning Manager – Gujarat State Petronet Ltd.

- Integrated construction schedules across teams using Primavera P6, and critical path method (CPM), while incorporating progress tracking, and constraint analysis, achieving 98% milestone adherence on a \$34.5M pipeline project.

Morbi-Mundra Natural Gas Pipeline

July 2010 – April 2012

Project Coordinator – Gujarat State Petronet Ltd.

- Drove planning for a \$28M, 190 km gas pipeline using Primavera P6, baseline scheduling, critical path analysis, and earned value management, reducing schedule delays by 25% through real-time risk assessment and resource leveling.

EDUCATION

Master of Business Administration, Oil & Gas

July 2008 – April 2010

Pandit Deendayal Petroleum University, India

Bachelor of Engineering, Electronics & Communication

May 2001 – June 2005

Hemchandracharya North Gujarat University, India

CERTIFICATIONS

- **Project Management Professional (PMP)** – Project Management Institute
- **Primavera P6 Certified** – Advanced Scheduling & Project Controls
- **SAP Certified – Asset Management** (Plant Maintenance Module)
- **SAP Certified – Sourcing & Procurement Modules** (Material Management Module)