 **Mohammad Isa Mehdi**

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**PROJECT MANAGEMENT**

*In-quest of a challenging role as a Project Manager with a Renowned Organization*

# PROFESSIONAL SUMMARY

KEY COMPETENCIES

*Demand/Supply Management*

*Logistics Management*

*Purchasing Knowledge*

*Cross-functional Teamwork*

*Proactive Project Management*

*Planning & Organizing*

*Proficiency & Accuracy*

*New Initiatives*

*Cost Analysis*

*Leadership & Team Management*

* Performance-driven professional with a combined experience of nearly 12+ years in executing Project Management Functions.
* Credited with implementing innovative path-breaking ideas to increase company profits and capitalize cost-effective business processes and effectively implementing them.
* Proficiency in building strong customer relationships and the ability to manage a team and lead them to achieve company targets efficiently.
* Enthusiastic and personable individual: skilled in working with people and building long-lasting relationships; passionate about creating organizational success and driving growth by achieving set targets.
* Confident communicator with the ability to lead colleagues, respond to customer inquiries, and mediate conflict.
* Multitasking projects while maintaining client data and deliverables within or before deadlines.

# ORGANIZATIONAL EXPERIENCE

**Lowe’s CA Dec 2022–Present**

**Job Role: Department Manager -Interiors & Millworks**

* Maximizing profitability and meeting targets, including motivating employees to do so
* Recruit, train, and supervise a team of employees to ensure they have the necessary skills and knowledge to perform their roles effectively.
* Develop training programs to support employee growth and development within the department.
* Create and implement performance evaluation procedures to measure employee performance and provide feedback for improvement.
* Ensure compliance with company policies, including health and safety regulations.
* Develop, manage, and monitor the department budget to ensure it is being used effectively and efficiently.
* Monitor and analyze financial records, identifying trends and areas for improvement.
* Manage customer complaints and queries, ensuring that they are resolved quickly and effectively.
* Develop and implement pricing strategies to maximize profitability and meet targets.
* Work with vendors to manage inventory levels and ensure that stock is replenished in a timely manner.
* Develop and implement strategies to maximize profitability and meet targets.
* Monitor sales trends and develop promotional strategies to drive sales growth.
* Provide leadership and support to motivate employees to achieve departmental goals.
* Foster a positive work environment that encourages teamwork, collaboration, and continuous improvement.

**Job Role: Kitchen Designer June 2022–Dec 2022**

* Created comprehensive product lists based on finalized designs and budgets
* Planned and presented project quotes for custom designs.
* Designed detailed kitchen layouts based on client needs, budgets and available supplies.
* Maintained relationships with installers and suppliers.
* Developed space planning concepts, color palette selections and textile presentations.
* Created professional presentations using 20-20 Technologies to creatively communicate design intent and direction.

**Rona Inc, CA**

**Job Role: Interior Project Coordinator June 2011–June 2022**

**Key Deliverables:**

* Ensuring all Interior designers have received the necessary training for safety and security aspects related to the use of equipment required to avoid incidents & accidents.
* Ensuring all Healthy and Safety Measures, Policies & Procedures are being followed throughout the project duration.
* Developing and implementing new and creative ideas that improve planning and project delivery.
* Motivating the team to come up with new ideas and implementing changes effectively to benefit the needs of the organization.
* Understanding the clients requirements, overseeing cost-effectiveness and handling challenges and issues that may arise during the project.
* Improving the processes’ competence to ensure optimum results and ensuring conformance to design specifications and building codes.
* Coordinating with contractor and the division staff along with testing all aspects of the work to ensure that it meets operational and maintenance expectations.
* Reviewing method statements and ensuring materials received are in accordance with quantity and quality.
* Recording time spent on the project and estimating project costs in accordance with the division procedures.
* Meeting and exceeding clients’ expectations.
* Proactively managing changes in project scope, identifying and eliminating risks and devising contingency plans.
* Prepare RFQ, RFP, Tender documents, Contract and required paperwork during the project.
* Assisting in Manpower Planning for the Project Team with active involvement to ensure technical requirements of the project are being met with the manpower hired.
* Ensuring positive results in the team’s performance by enforcing a healthy motivating work environment and resolving queries by helping the team through different challenges.

# PREVIOUS EXPERIENCE

**Shec, India Pvt. Ltd April 2010–March 2011**

**Job Role: Construction Manager**

**Key Deliverables:**

* Responsible for supporting the company in terms of improving research of residential properties processes and systems.
* Setting, Measure, and Monitoring directives, policies & procedures and Maintaining the HSE procedures.
* Developing and Initiating improvements required for smooth project delivery.
* Understanding Client Requirements by Preparing reports and analysis on Task Orders & Scope of Work Deliverables while preparing Tenders and Technical Proposals for Clients.
* Arranging meetings preparing estimated budgets for the project.
* Observing correct stacking and turnover (FIFO or FEFO) procedures.
* Communicating, coordinating, and integration between different departments (Logistics, Purchasing, Warehouse and Planning) to follow-up and monitor critical Issues.

# INTERNSHIP

**Organization: Shell Architects, UP, India**

* Worked on construction management including material management, site supervision of various other projects.

# ACADEMIC QUALIFICATION

* Centennial Community College Toronto -PG. Construction Management 2012
* Bachelor’s in Architecture: Construction Management

UP Technical University India 2010

(International Education Assessment by IQAS Canada; File-165178)

Comparative Level of Achievement in Canada

Four- years bachelor’s degree in architecture

# EXPERTISE

* Efficiency with Web Development, Sales, New Business & Project Management
* Productivity Focused to increase company profits
* Eagle Eye Detailed to Key Requirements for Clients
* Maximizing Utilization of Resources to develop and achieve a strategic result
* Successfully Able to Develop & Implement Project Plans
* Ability to work extensively with vast knowledge of Construction, Design & Interior Designing
* A said achievement with experience of renowned organizations like Rona Inc.
* Conversant with using Building Bylaw’s
* LEED Sustainable building concepts & National Building Code of Canada
* Skilled in overseeing the activities of the Bylaw Enforcement section by appropriately distributing by law inquiries & complaints, including all aspects of addressing along with tracking public inquiries

# ADDITIONAL SKILLS

* Platform: Windows, Mac, Linux
* Browsers: Firefox, Chrome, Safari, IE
* Microsoft Office (Word, PowerPoint, and Excel)
* AutoCAD
* Google Sketch Up
* MS Project
* 20-20 Technologies

# PERSONAL DETAILS

**Interests:** Travelling & Reading

**Date of Birth:**  12th August 1986

**Languages known:** English, Hindi & Urdu

**Nationality:** Canadian Citizen

**Availability:** Immediately