

SUPUN WEERAKOON

647-3334108

stmsupun1@gmail.com

12 Davenrich Crt, Brampton ON

SUMMARY

Successful Construction Project Manager / Quantity Surveyor / Construction cost estimator / Draughtsman / Project Consultant with 5+ years' experience in Residential projects, Apartment projects, Commercial projects, Industrial projects, Institutional projects, Infra-structure projects & recreational facilities.

SKILLS

- Executive team leadership, staff training and development.
- Construction Project Management.
- Strong verbal communication & customer relationship.
- Goal oriented and strong work ethic.
- Efficient multi tasker and deadline oriented.
- Budget development and sales experience.
- Problem solving skills and technical aptitude.
- Knowledge in construction methods, materials and equipment.
- AutoCAD, Plan swift, PM software, MS office and blue beam.
- Estimate Class types (A,B,C,D), blue print reading and Ontario building codes.
- CIQS standard forms, CCDC 2, 5A, 5B,11,14,17, SMM7, BCIS, NRM1, NRM2, FIDIC, CESSM4, POMI.
- Knowledge in Canadian construction law and PMBOK.

EXPERIENCE

Tool technician, Home Depot, September 2020 – Present (Full - time)

60 Great lakes drive, Brampton ON

- ❖ Performing preventive maintenance on tools.
- ❖ Forecasting and maintain an adequate inventory of parts for repair.
- ❖ Using information from manuals, vendors, etc. to help diagnose problems and restore equipment.
- ❖ Cleaning, inspecting, and preparing tools for rental to customers.
- ❖ Ensuring tools are repaired and available for rental in a timely manner while keeping costs to a minimum.
- ❖ Processing tool rental transactions (logging repairs and work orders, generating contracts, taking deposits, turning contracts into invoices upon equipment return etc.).
- ❖ Training Tool Rental Sales Associates on turning, operation, and minor repair of new and existing tools.
- ❖ Helping customers by providing information and answering questions.
- ❖ Ensuring rental equipment is properly displayed, signed, and maintained.
- ❖ Troubleshooting and maintenance of all equipment.
- ❖ Demonstrating working knowledge and/or hands-on experience with all products in department.

Overnight – Freight associate, Home Depot, June 2020 – September 2020 (Part - time)

60 Great lakes drive, Brampton ON

- ❖ Verifying inventory, reading reports utilizing computer terminals and Home Depot portable.
- ❖ Stocking merchandise onto shelves to achieve 100% in stock maintaining aisle cleanliness.
- ❖ Obtaining pick lists and gathering merchandise throughout the store to fill customer orders.
- ❖ Communicating with other overnight team members to ensure all products are stocked accurately.
- ❖ Moving freight safely from designated staging areas to overheads using the appropriate equipment as necessary.

Construction Project Manager / Cost estimator, QSP (Pvt) Ltd, July 2015 – Dec 2019 (Full – time)

Hokandara, Srilanka

- ❖ Provide construction project management support to the construction team.
- ❖ Provide coordination of day to day activities in the ongoing process from pre-design, design development, RFP, construction, through to commissioning, while ensuring the requirements of the owners are met.
- ❖ Provide field oversight & monitoring of the construction projects to ensure projects are completed in accordance with design intent, project goals, quality, budget, costs, schedule & contractual requirements.
- ❖ Manage on-site General contractors and Project Managers to verify their performance, compliance to design specifications and deficiencies management.
- ❖ Strong project & site supervisory skills. Can with effectively liaise with a diverse group of Project Participants & stake Holders (Owners, Engineers, Consultants, General Contractors, Sub Contractors, Suppliers & Regulatory Agencies).
- ❖ Assists and responsible for the preparation of project technical designs, scoping, specifications, drawings, RFP's / RFQ's, cost estimates, execution plan, construction schedule and timelines.

Assistant Construction Project Manager / Cost estimator, CCC (Pvt) Ltd, July 2014 – July 2015 (Full – time)

Kotikawatta, Srilanka

- ❖ Ensure active projects are running efficiently, on time and on budget.
- ❖ Plan and schedule work with operations for available resources to meet client needs.
- ❖ Ensure work is completed according to plans, standards, and specifications.
- ❖ Proactively facilitate communication between internal and external stakeholders.
- ❖ Ensure adherence to Contract specifications and applicable standards.
- ❖ Manage bid list and coordinate upcoming tenders.
- ❖ Analyze construction drawings, specifications, and other documentations to accurately identify and organize the project requirements.
- ❖ Prepare estimates, quotes, and proposals.
- ❖ Solicit pricing and proposals from subcontractors and suppliers.
- ❖ Document project progress and apply to various project billings and certificates review and approve all billing on various contracts.
- ❖ Ensure field issues on-site are dealt with to maintain workflow and meet deliverables.
- ❖ Lead by example and enforce safety policies for field staff.

EDUCATION AND TRAINING

Ontario college graduate certificate

Construction Project Management, Canadore College, Brampton, ON (September 2020)

Bachelor's Degree

Quantity Surveying, University of Wolverhampton, UK (BSc.Hons) (Wes reference – 4672679)

Higher National Diploma

Quantity Surveying & construction economics, Pearson College, London (Wes reference – 4672679)

Diploma

Business Management, ESOFTE Metro Campus, Srilanka (Pearson –London)

Auto Cad, CADD Centre, Colombo, Srilanka (India – Chennai)

Membership

RICS / CIQS – Working towards PQS

PMP – Working towards PMP certification

➤ **References available on request**