

Komal Teerthraj Patel

PROJECT COORDINATOR: Project Coordination, Office Administration, Stakeholder Communication

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📍 Ontario

in www.linkedin.com/in/komal-t-patel

SKILLS

- **Administrative Coordination:** Budget tracking, procurement management, and contract administration.
- **Document Management:** File control, compliance track, change orders, digital record systems in internal platforms.
- **Project Tools:** Office Productive tools, MS Project, Trello, and reporting tools for real-time project monitoring.
- **Financial Operations:** Invoice processing, expense reporting, budget reconciliation, variance analysis using Excel.
- **Reporting & Task Allocation:** Weekly reporting, minutes management, meeting coordination, deadline tracking.

WORK EXPERIENCE

Construction Project Coordinator

August 2022 – March 2024

ANCO Building Restoration Inc.

Ontario

- Prepared and reviewed contractual agreements, managed permit applications, tracked regulatory compliance metrics, & coordinated with cross-functional teams—achieving 100% audit accuracy across 15+ residential renovation projects.
- Processed over 300 vendor invoices and tracked daily labor time sheets using automated ERP system (Quick Books), integrating time-tracking tools and approval workflows to reduce manual data entry errors 40%.
- Monitored multi phase project budgets using advanced cost control software, performed variance analysis, reconciled monthly financial statements, and ensured fiscal alignment with KPIs, and maintaining budget deviations below 3%.
- Facilitated real-time communication among subcontractors, internal stakeholders, and municipal authorities through project management software (MS Project), resolving 95% of coordination issues within 48 hours.

Sales Marketing Representative

November 2018 – March 2022

Home for You Realty

India

- Executed 30+ localized marketing campaigns & on-site property engagement events per quarter, handled lead management through CRM system, lead management systems (like Salesforce), driving 35% increase in customer acquisition.
- Spearheaded cross functional workflow optimization through Business Process Management techniques, process mapping, reducing documentation turnaround time by 30%.
- Consulted over 150 clients on high-value residential & commercial property investments, coordinating 100+ site visits & technical due diligence inspections in strict adherence to RERA and legal documentation.
- Managed full life cycle contract administration and digitized property files using enterprise-grade DMS platforms (like SharePoint), achieving 100% audit trail traceability and regulatory compliance during quarterly inspections.

Senior Sales Assistant

April 2017 – November 2018

DBS Affordable Home Strategy Ltd

India

- Generated 100+ verified leads through multi-channel outreach, targeted digital property listings, and data-driven promotional campaigns, boosting lead-to-conversion rate by 25% using CRM-integrated funnel tracking techniques.
- Maintained centralized CRM databases (e.g., Salesforce) with real-time updates on client interactions, lead qualification status, and follow-up cadences, improving customer life cycle management and pipeline visibility by 30%.
- Coordinated end-to-end rental and sales transactions by auditing legal agreements, cross-verifying clauses with municipal zoning laws, housing regulations, and RERA standards, ensuring 100% regulatory compliance and risk mitigation.
- Processed lease and purchase documentation through e-signature platforms, reviewed legal and financial terms with clients, reducing post-agreement contractual disputes by 20%.

Sales Executive

October 2015 – April 2017

Sabarmati Ford

India

- Conducted 300+ in-depth product walk through & immersive test drives utilizing customer behavior analytics, lead segmentation tools, boosting closing ratio 20% on new vehicle acquisitions through need based consultative selling.
- Closed 30+ high-value vehicle transactions quarterly by executing flexible pricing strategies and leveraging competitor benchmarking data.
- Directed end-to-end sales documentation workflows, financial transaction logs, and digital pre-delivery inspection (PDI) checklists with 100% adherence to regulatory standards.
- Implemented automated post-sale life cycle tracking via integrated CRM systems, launching personalized retention campaigns and increasing repeat client engagement and referral conversion rate 35%.

EDUCATION

Master's Degree in Business Administration

July 2013 – June 2015

Kadi Sarva Vishwavidyalaya University, India

Bachelor's Degree in Business Administration

June 2010 – June 2013

Narsinhbhai Patel College of Computer Studies & Management, India

CERTIFICATIONS

- **Certified Associate in Project Management (CAPM)**
Project Management Institute (PMI)