

# KAIF LOHIYA

Corona, CA

Phone:(209) 351-1726; Email: [kaiflohiya12@gmail.com](mailto:kaiflohiya12@gmail.com)

---

## WORK EXPERIENCE

**Personal Projects:-** <https://www.lohiyakaif.com/> (*Personal website made by me*)

### **Project Manager**

**22 Apr 2022 – 09 Jan 2023**

Amaad Developers, Mumbai

- Developed comprehensive project plans with established timelines. Meticulously assigned to appropriate teams and managed workflow throughout construction.
- Conducted periodic inspections of job sites for quality and progress.
- Built and established strong partnerships with teams, vendors, and contractors.
- Reviewed project risks and devised proactive strategies to avoid potential roadblocks.
- Led meetings with internal team members, consultants, and contractors.
- Managed contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
- Conducted meetings between the vendors and finance department.

### **Site Supervisor**

Intel Builds, Mumbai,

**01 Sept 2021 – 15 Jan 2022**

- Scheduled crews ordered materials and coordinated with subcontractors to supervise their work.
- Maintained daily communication with subcontractors and inspectors to monitor the progress of the project.
- Maintained onsite equipment and vehicles to keep projects afloat.
- Organized and participated in monthly on-site meetings with cliental and subcontractors.
- Maintained payroll data and attendance records, delivered materials to the job site on time and in good condition.
- Maintained a safe work environment with zero accidents.
- Conducted multiple safety awareness programs. Crafted safety signboards on site to inform the laborers.
- Ensured all the laborers follow the safety rules and wear proper safety equipment.

## EDUCATION

***Master of Science in Data Analytics***

August 2023 – August 2024

University of La Verne, La Verne, CA

***Bachelor of Commerce***

June 2019 - May 2022

Malini Kishore Sanghvi College of Commerce, Mumbai University

## ***High School***

Malini Kishore Sanghvi College of Commerce, Mumbai University

- Economics
- Bookkeeping & Accountancy
- Organization of Commerce & Management.

## **Extra-curricular Activities**

Soccer

Hiking

PlayStation