

Abdul S

Project Coordinator | Industrial Automation & EPC Program Delivery

Milwaukee, WI | (602) 831-0704 | abdulsirfan86@gmail.com | Authorized to work in the U.S.

PROFESSIONAL SUMMARY

Detail-driven Project Coordinator with a Civil Engineering foundation and a Master's in Business Analytics, bringing 4+ years of experience coordinating multi-million-dollar industrial automation and EPC (Engineering, Procurement & Construction) projects across manufacturing, power, and process industries. Skilled in project scheduling, RAID/RACI management, procurement coordination, and stakeholder communication within Agile and Waterfall delivery environments. Combines core PM tools (MS Project, Primavera P6, SAP S/4HANA, Smartsheet, Jira/Confluence) with a data-analytics skill set (SQL, Power BI, Python) to turn project data into actionable insight. Consistently supports on-time, on-budget delivery through proactive risk tracking, EVM-based schedule/cost control, and cross-functional coordination across engineering, procurement, and quality teams.

CORE SKILLS & COMPETENCIES

Project Delivery	Project Scheduling & Baselining, WBS Development, RAID Log & RACI Matrix Management, Earned Value Management (EVM: SV/CV/CPI/SPI), Critical Path Analysis, Scope & Change Control, Risk & Issue Management, Resource & Capacity Planning
Methodologies	Agile/Scrum, Kanban, Waterfall, Hybrid Delivery, PMBOK Framework, Lean Six Sigma, Continuous Improvement (Kaizen, 5S)
Tools & Software	MS Project, Primavera P6, Smartsheet, SAP S/4HANA (PS/MM Modules), Oracle Aconex, Jira, Confluence, SharePoint, Power BI, Power Automate, MS Excel (Pivot Tables, VLOOKUP/XLOOKUP), MS Visio, MS Teams, Salesforce
Data & Analytics	SQL, Python (Pandas), Power BI/DAX, Tableau, Statistical & Trend Analysis, Predictive Scheduling Insights, KPI Dashboarding, Data-Driven Decision Support
Domain Knowledge	Industrial Automation & Controls (Rockwell FactoryTalk, PlantPAx), Factory/Site Acceptance Testing (FAT/SAT), EPC/Civil Project Execution, Procurement & Vendor Coordination, Document Control, HSE Compliance, MIS & Status Reporting
Soft Skills	Cross-Functional & Cross-Timezone Coordination, Stakeholder Management, Executive Reporting, Vendor & Client Communication, Meeting Facilitation, Problem Solving

PROFESSIONAL EXPERIENCE

Project Coordinator | Rockwell Automation, Inc.

June 2024 – Present

Milwaukee, Wisconsin, USA

- Coordinate execution of 8–12 concurrent industrial automation and control-systems integration projects (combined portfolio ~\$15M) for automotive, food & beverage, and life-sciences clients, partnering with Project Managers, Controls Engineers, and Sales Account teams.
- Own day-to-day project scheduling in MS Project and Smartsheet across a hybrid Agile/Waterfall delivery model; facilitate sprint planning, backlog grooming, and daily stand-ups for FactoryTalk/PlantPAx system integration workstreams in Jira and Confluence.
- Maintain RAID logs, RACI matrices, and integrated master schedules; apply Earned Value Management (SV, CV, SPI, CPI) to monitor performance, contributing to a 92% on-time milestone completion rate across the assigned portfolio.
- Coordinate procurement and change-order workflows with Manufacturing, Supply Chain, and Finance teams in SAP S/4HANA, processing 40+ purchase requisitions/change orders per quarter with zero critical compliance findings.
- Schedule and coordinate Factory Acceptance Testing (FAT) and Site Acceptance Testing (SAT) across engineering, controls, quality, and customer stakeholders; reduced FAT scheduling conflicts by 30% through a centralized shared calendar and standardized readiness checklist.
- Build and maintain weekly/monthly executive dashboards in Power BI covering schedule health, budget variance, risk exposure, and resource utilization; present portfolio status at biweekly steering committee reviews.
- Apply SQL and Python to consolidate project data from SAP, Smartsheet, and Jira into a unified reporting layer, and use trend analysis to flag at-risk milestones 1–2 weeks earlier than manual status reviews.
- Manage project documentation control (scope statements, meeting minutes, technical submittals, close-out packages) in SharePoint, maintaining 100% audit-ready documentation across all active projects.

- Track and escalate risks/issues through a formal risk register, reducing the average age of open high-priority risk items by 25% quarter-over-quarter.
- Coordinate resource allocation and capacity planning across 5 distributed engineering pods (US, Mexico, Poland, India), supporting on-time staffing for project kickoffs.
- Support customer satisfaction initiatives by tracking project NPS/CSAT feedback and coordinating corrective action follow-up, contributing to a portfolio CSAT average of 4.6/5.

Project Coordinator / Project Engineer | Larsen & Toubro Limited

August 2020 – July 2022

Energy-Hydrocarbon (EPC) Business — Vadodara, Gujarat, India

- Coordinated planning and execution of EPC (Engineering, Procurement & Construction) activities — including civil, structural, and foundation works — for power and process-plant projects valued at approximately ₹120 crore (~\$15M), tracking 1,800–2,200 schedule activities in Primavera P6.
- Developed and maintained Level 2/Level 3 project schedules, look-ahead plans, and progress S-curves; reported physical % completion vs. baseline to project leadership on a weekly basis, improving schedule adherence from 78% to 91% over 18 months.
- Served as coordination interface between engineering, procurement, construction, and QA/QC teams; logged and tracked 500+ Requests for Information (RFIs) and technical queries through Oracle Aconex, maintaining an average turnaround of under 4 working days.
- Coordinated vendor and subcontractor deliverables, expediting critical-path materials and equipment; reduced material-related schedule delays by 20% through proactive procurement tracking in SAP.
- Prepared Daily Progress Reports (DPR), Weekly Progress Reports (WPR), and monthly MIS reports for site and corporate management, consolidating manpower, equipment, and progress data.
- Supported monthly client billing and cost-control activities, reconciling work completed against contract BOQ (Bill of Quantities), supporting on-time invoicing of ₹10+ crore in monthly billing cycles.
- Coordinated site mobilization, statutory permits, and HSE (Health, Safety & Environment) compliance activities, contributing to over 500,000 safe man-hours on assigned sites with zero lost-time incidents.
- Championed Lean and 5S practices at site laydown and stores areas, reducing material retrieval time and improving housekeeping audit scores by 35%.
- Assisted Senior Project Managers in client and consultant coordination meetings, minute-taking, and action-item tracking, ensuring closure of 95%+ of action items within committed timelines.

EDUCATION

M.S. in Business Analytics

Grand Canyon University, USA

B.E. in Civil Engineering

V.R.S Engineering College, India

CERTIFICATIONS

- Certified Associate in Project Management (CAPM) – Project Management Institute (PMI)
- Project Management Professional (PMP®) – Project Management Institute (PMI).
- SAFe® 6 Practitioner (Scaled Agile Framework) – Scaled Agile, Inc.
- Lean Six Sigma Green Belt – KPMG India.
- Microsoft Project – Fundamentals of Project Scheduling (LinkedIn Learning).

KEY PERFORMANCE HIGHLIGHTS

- On-time milestone delivery:
 - 92% on-time milestone completion across a \$15M active project portfolio (Rockwell Automation)
 - Improved schedule adherence from 78% to 91% over 18 months (L&T)
 - Reduced FAT/SAT scheduling conflicts by 30% and material-driven delays by 20%
 - Maintained 100% audit-ready project documentation; zero critical compliance findings on 40+ quarterly change orders
 - Sustained 500,000+ safe man-hours with zero lost-time incidents across EPC site assignments