

HANEEF SHAIK

CIVIL ENGINEER - Structural Analysis, Construction Planning & BIM Modeling

✉ haneefhaneef21@gmail.com ☎ +1 (437) 424-1454 📍 Ontario in [LinkedIn](#)

SKILLS

- **Design Tools:** AutoCAD, Revit, STAADPro, ETABS, Revu Bluebeam, 3D modeling, BIM integration.
- **Project Management:** Scheduling, Primavera P6, construction planning, task tracking, resource allocation.
- **Structural Analysis:** STAADPro, ETABS, load calculations, structural modeling, seismic and wind analysis.
- **Technical Communication:** Stakeholder communication, team coordination, reporting, drawing reviews.
- **Cost Management:** Quantity takeoffs, cost estimation, budgeting, resource planning, schedule monitoring.

WORK EXPERIENCE

Cards Advisor

March 2025 – September 2025

Teksystems — RBC

Ontario

- Engaged clients through in-branch, phone, and email channels to review financial goals, increasing completed credit card applications by 20% across key product categories last quarter and capturing client details for records.
- Advised clients on credit cards, fees, and repayment options, improving informed product selection and driving a 15% rise in preferred card adoption rates across assigned portfolios and supporting monthly performance reports.
- Processed applications, activations, and account changes with zero compliance errors, cutting review turnaround times by 12% and improving service quality scores month-over-month while logging all actions for internal audits.
- Facilitated clients with balance checks, repayments, and limit changes, improving satisfaction metrics by 18%.

Financial Escalations Specialist

January 2024 – October 2024

AllianceOne — Toyota Financial Services

Ontario

- Managed escalation calls from customers, resolving 95% of high-priority cases on first contact and maintaining average handling times within target thresholds across all periods while recording all outcomes for review.
- Coordinated new hires during 2-week I-Nest training sessions, increasing trainee pass rates by 25% and shortening ramp-up time through daily call shadowing, live feedback, and hands-on exercises across training modules.
- Monitored live customer calls and provided on-floor support via Teams, reducing procedural deviations by 20% and improving escalation handling consistency across the department while recording observations for coaching.
- Coached team members through call reviews and one-on-one sessions, raising overall team quality scores by 15%.

Project Supervisor (Part-time)

September 2022 – September 2023

AB Homes

Ontario

- Established day-to-day construction workflows, improving task sequencing and reducing project completion time by 12% through tighter scheduling, resource allocation, coordination with subcontractors, and resolving conflicts.
- Conducted structural inspections, documented site issues, and implemented corrective steps that reduced rework and material waste by 18% across all residential projects while updating progress reports for management review.
- Scheduled and synchronized subcontractors, materials, and equipment deliveries, maintaining on-time progress across five sites while meeting all building code and inspection timelines and ensuring allocation of workforces.
- Communicated project updates with clients and stakeholders, providing status reports and tracking milestones.

Civil Engineer

January 2021 – August 2022

PR Associates Pvt Ltd

India

- Executed design, fabrication, and installation of building facades across 5 residential towers, meeting safety, load, aesthetic standards while maintaining delivery timelines under set budgets and coordinating with vendors.
- Prepared cost estimates and bid submissions for four housing developments valued at \$2M CAD, securing two awarded contracts and improving departmental bidding efficiency by 20% while maintaining calculations.
- Produced AutoCAD drawings for shop fabrication and structural layouts, ensuring accurate field execution and minimizing rework on site through dimensional detailing and issuing updated drawings for construction teams.
- Systematized reviews with architects, reducing design changes by 20% and improving cross-team decision-making.

EDUCATION

Master of Engineering, Civil Engineering

September 2022 – December 2023

University of Windsor, Ontario

Bachelor of Engineering (B. Tech), Civil Engineering

June 2017 – May 2021

Vignan's University, India

CERTIFICATIONS

- **CAPM** - In Progress
- **LEED GA** - In Progress