

# MD RAKIB

Edmonton, Alberta • [linkedin.com/in/mdrakib22b](https://www.linkedin.com/in/mdrakib22b)

## PROFESSIONAL SUMMARY

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Project coordinator in manufacturing. Handles schedules, client submittals, third-party vendors, RFIs and change orders, and builds automation tools that cut manual work and improve workflow efficiency across teams. Previously led a four-site ERP implementation through user acceptance training and go-live.

## SKILLS

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**Systems:** Pronto Xi, Odoo, ERPNext, Qoyod, SharePoint, Planner, Advanced Excel, Power BI

**Programming:** Python, JavaScript, HTML and CSS, PowerShell, Excel and Outlook VBA, Power Fx, Git and GitHub

**Automation and AI:** Power Automate, Power Query, REST APIs, GitHub Copilot, AI agents

## PROFESSIONAL EXPERIENCE

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**Project Coordinator** • Altex Industries Inc. • Edmonton, Alberta June 2026 – Present

- Monitor and update project schedules so reports and Gantt charts stay accurate, and coordinate project assignments and workflow with the Project Managers.
- Attend production and client meetings on behalf of the Project Managers, and take part in kickoffs on scope, specifications, schedules and department responsibilities, keeping meeting records and action logs.
- Review submittals and coordinate technical information with clients, engineering and quality control, making sure quality and technical documentation is prepared, reviewed and submitted on time.
- Prepare RFIs and technical deviation requests against client specifications and track each to disposition.
- Coordinate third-party services such as PWHT, NDE testing and crating and skidding, covering scope review, purchase orders, scheduling and technical communication. Review and approve their invoices.
- Prepare change orders for added and removed scope and raise milestone invoices in Pronto Xi.
- Coordinate shipping and receiving with clients and the shop, from shipping preparation to bill of lading.
- Troubleshoot problems as they arise and, true to Altex's core value, "*find a better way*" by automating them.
- Built an automated IFC drawing distribution system that prints Issued for Construction packages in the right format for six shop stations, saving 30 to 45 minutes of manual work a day.
- Own the weekly overtime approval request. Built an overtime request builder that costs every line and drafts the email, saving about 2 hours of manual calculation a week and removing spreadsheet errors.
- Built a document follow-up dashboard, used by the project team, that tracks 5,000+ documents across 312 job sheets and flags every overdue client return and owed revision.

**Technical Project Coordinator** • Sico Paints • Riyadh, Saudi Arabia (Remote) Jan 2026 – May 2026

- Coordinated cross-functional process improvement projects across production, supply chain, inventory, and accounting, managing scope, schedule and risks and escalating issues to executive leadership.
- Analyzed operational workflows to find process gaps, and recommended system and process changes to leadership.

**ERP Functional Consultant** • Sico Paints • Riyadh, Saudi Arabia (Hybrid) Sept 2024 – Jan 2026

- Led end-to-end ERP implementation (Qoyod) integrating production, inventory, purchasing, sales, and accounting modules across 4 locations and 20+ users, managing project setup, configuration, and go-live.
- Standardized 100+ raw material records with no item codes and mixed English and Arabic names.
- Automated migration of 170+ bills of material with a Python script that converted CSV source data into JSON matched to the Qoyod API and imported it via REST API, reducing weeks of manual entry to hours.
- Trained warehouse, production, and accounting staff and wrote the supporting documentation for go-live.

**ERP Implementation Intern** • Sico Paints • Riyadh, Saudi Arabia (On-Site) May 2024 – Aug 2024

- Mapped manufacturing workflows with engineers, supervisors and purchasing to inform ERP configuration.

## EDUCATION

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**Bachelor of Science, Physics and Mathematics** • University of Alberta, Edmonton

Sept 2021 – Dec 2025