



ROOZBEH HEMMATI

Planning and Project Control Leader

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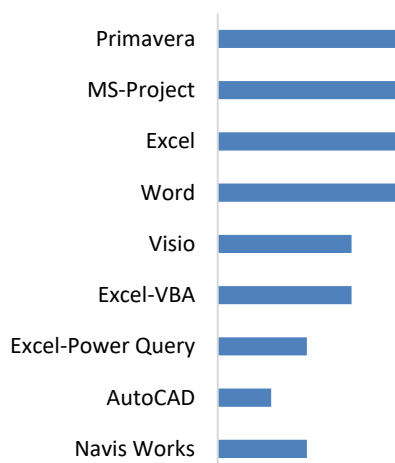
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OBJECTIVE

Be Leader in Planning and Project Control Field, CEO and director Managers Assistant in projects/ companies either contractor position or owner/ client.

SKILLS and ABILITIES



A highly motivated, results orientated, Problem solving ability and practical experience in multi discipline fields of Project. Planning, development and visualizing of databases, Report, delay analysis, invoices and dashboards with in related technical software (e.g., MS Excel, VBA(Excel), P6, MSP/ Good at Navisworks and AutoCAD)

EXPERIENCE

1- Zanjan Agriculture and Fertilizer Industries (IRAN)

November 2020 (Currently Work Here)

Planning and Project Control Head and DCC Head (Oil & Gas)

> Detail Time Scheduling Plan of Project such as EPCCFMG Phases (Engineering, Procurement, Construction, commissioning, Finance and Management)

> Budgeting and Spending Plan generation and analysis.

> Design and develop necessary databases such as PMS (Progress Masuring System), MDR (Master Document Register), VDR (Vendor Document Revue), PSR (Procurement Status Repor), Equipment List, Cash Flow, Vendors/Contractors database and etc.

> Managing Engineering's contractor about related scope of work, basic, detail, procurement service and lead to purchase and construction documents. review Submitted Invoices, delay analysis, change, claims and main purchase orders documents issuance. Commenting on Received Monthly Reports. Generate Weekly Report of delayed document, TQs in tender Process and Vendor documents response.

> Comment on Vendors/Suppliers Contract Draft, KOM attendance, awarding PMS Level 3 and planning and project control procedure. Following up WBS (Work Breakdown Structure), time scheduling plans, monthly reports and weekly report of delayed documents analysis.

> Comment on Construction contractor's Contract Draft, KOM attendance, awarding PMS Level 3 and planning and project control procedure. Following up WBS (Work Breakdown Structure), time scheduling plans, monthly reports and weekly report of delayed documents analysis.

> Generating Cash Flow, updating payment table and commitments analysis per month for management and board reports.

> Updating management databases and dashboards to present in monthly management meetings. In some cases, board meeting.

> Leading PMIS (Project Management Information System) establishing contractor to be developed and published in all parts of company.

> Holding meeting with procurement and contract, engineering and construction, PMO managers.

> Managing of three planning department staff.

2- Tam Iran Khodro (IRAN)

July 2018 to November 2020

Planning and Project Control Expert, Project manager assistant (Mineral Industries)

- Detail Time Scheduling Plan of Project such as EPCC Phases (Engineering, Procurement, Construction and Commissioning)
- Cash Flow plan, analysis and Update.
- Design and develop necessary databases such as PMS (Progress Measuring System), MDR (Master Document Register), PSR (Procurement Status Report), Equipment List, Cash Flow, Vendors/Contractors database and etc.
- Managing Engineering's team about document issuing, such as detail engineering, lead to purchase, tenders' clarification and lead to construction documents.
- Comment on Vendors/Suppliers Contract Draft, KOM attendance, awarding PMS Level 3 and planning and project control procedure. Following up WBS (Work Breakdown Structure), time scheduling plans, monthly reports and weekly report of delayed documents analysis.
- Comment on Construction contractor's Contract Draft, KOM attendance, awarding PMS Level 3 and planning and project control procedure. Following up WBS (Work Breakdown Structure), time scheduling plans, monthly reports and weekly report of delayed documents analysis.
- Generating Cash Flow, updating payment table and commitments analysis per month for management and board reports.
- Updating management databases and dashboards to present in biweekly management meetings.
- Attending in PMIS meeting. Such as cost control module and procurement module
- Holding meeting with procurement.
- Site visit two times in month.
- Review vendors/supplier/contractor's invoices and follow up to payment.
- Leading punch list, such as database creation and following up to depunch.
- Prefinal invoice issuance and attend in defense meetings.

3- Zolal Iran (IRAN)

July 2016 to July 2018

Planning and Project Control Expert, Project manager assistant (Water & Energy)

- Detail Time Scheduling Plan of Project such as EPC Phases (Engineering, Procurement and Construction)
- Cash Flow plan, analysis and Update.
- Design and develop necessary databases such as PMS (Progress Measuring System), MDR (Master Document Register), PSR (Procurement Status Report), Cash Flow.
- Managing Engineering's team about document issuing, such as detail engineering, lead to purchase, tenders' clarification and lead to construction documents.
- Comment on Vendors/Suppliers Contract Draft, KOM attendance, awarding PMS Level 3 and planning and project control procedure. Following up WBS (Work Breakdown Structure), time scheduling plans, monthly reports and weekly report of delayed documents analysis.
- Following up contractor WBS (Work Breakdown Structure), time scheduling plans, monthly reports and weekly report of delayed documents analysis.
- Generating Cash Flow, updating payment table and commitments analysis per month for management and board reports.
- Updating management databases and dashboards to present in biweekly management meetings.
- Site visit two times in month.
- Review vendors/supplier/contractor's invoices and follow up to payment.
- Invoicing efforts.

4- Kayson (IRAN)

November 2014 to July 2016

Planning and Project Control Expert, (Railway)

- Detail Time Scheduling Plan of Project in construction phase.
- Design and develop necessary databases such as PMS (Progress Measuring System), MDR (Master Document Register) and Soil Database.
- Site visit, check done activities, documentation and PMS updating. Following up WBS (Work Breakdown Structure), time scheduling plans, monthly reports and weekly report of delayed documents analysis.
- Daily, weekly, monthly and management Reports Generation.
- Invoicing efforts.
- Work On-Site

5- Abad Rahan Pars (IRAN)

October 2011 to November 2014

Planning and Project Control Expert, (Oil & Gas)

- Detail Time Scheduling Plan of Project in construction phase.
- Design and develop necessary databases such as PMS (Progress Measuring System).
- Site visit, check done activities, documentation and PMS updating. Following up WBS (Work Breakdown Structure), time scheduling plans, monthly reports and weekly report of delayed documents analysis.
- Daily, weekly, monthly and management Reports Generation.
- Invoicing efforts.
- Markup plans generation and updating for delay analysis.
- Supporting under ground industrial piping, general civil works, landscaping and camping of a plant simultaneously.
- Work On-Site

* Notice: Between April 2010 to October 2011 working in military service.

EDUCATION

- > Islamic Azad University Dehaghan (Iran- Isfahan)

Master of Science in Industrial Engineering- Financial Engineering (2013-2016)

- > Mazandaran Industrial and Non-Profit Institute (Iran- Mazandaran)

Bachelor of Science in Industrial Engineering- Planning and System Analysis (2005-2009)

CERTIFICATES

- > **"Cost control methodology (EVM)" course** from **Novin Parsian (Iran)**.
- > **"Basic rules in the design of industrial units" course** from **Novin Parsian (Iran)**.
- > **"Site management and deputy" course** from **Civil House (Iran)**.
- > **"Applied planning and project control in piping projects" course** from **NAPCO (Iran)**.
- > **"Applied planning and project control in oil & gas projects" course** from **NAPCO (Iran)**.
- > **"Primavera P6" course** from **Mazandaran institute of technology (Iran)**.
- > **"Construction drawings analysis" course** from **Civil House (Iran)**.
- > **"Concrete" course** from **Technical and professional organization (Iran)**.
- > **"Masonry" course** from **Technical and professional organization (Iran)**.
- > **"English language" course** from **The National Institute of Language (Iran)**.
- > **"PMBOK (Basic level)" course** from **Andisheh Pardazan Saraman (Iran)**.
- > **"ICDL" course** from **Amir Kabir University Jahad Daneshgahi (Iran)**.
- > **"Online leak Detection" course** from **Ammo Laser**.
- > **"HSE-MS" course** from **Civil House (Iran)**.
- > **"ISO 9001:2008" course** from **TÜV Rhineland (Iran)**.

ABOUT ME

I want to move to your city with my wife and a 1-year-old girl. Being key personnel in company and further more CEO assistant is my passion. As in my past experiences, I tried to learn everything about my job, either my related software, or indirect related software like as programming, AutoCAD, Navisworks, and any other necessary information for my job, I think could be a useful asset for your company. In my 11 years' experience, I worked in different fields on projects, like Oil & gas, mineral industries, water and energy, Railway, Building, Landscaping that made me flexible in planning and project control issues. I like to learn more and more and if any company have potentials in staff's upgrade, I would be a part of team.

Experience in teaching in organization and private, Has Made me more convincing person in meetings. Using databases and programming to speed up; making everything formulated and reduce human mistakes; addition to systematic, problem-solving and Challenging attitude; Be serious at work, regular and time-based activities, are my bold positiveness. If I want to mention negative attributes, maybe can say that I like my effort be seen and considered, also I want to be everything perfect, so any documentary weakness is not acceptable to me.

After All, it would be my pleasure to be a part of team in your company and I assure we could have interactive cooperation during contract.