

Amir Mosallaei

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PROFESSIONAL SUMMARY

Detail-oriented and highly motivated Project Assistant with over 10 years of experience in electrical engineering, project coordination, and hands-on technical support. Adept at supporting project managers, ensuring smooth workflow execution, and maintaining compliance with safety regulations. Skilled in conducting site assessments, technical documentation, and collaborating with cross-functional teams to achieve project success.

SKILLS & QUALIFICATIONS

- Project coordination and site assessment
 - Electrical system troubleshooting and maintenance
 - Technical documentation and reporting
 - Wiring, cable routing, and electrical safety compliance
 - Proficiency in AutoCAD, PLC programming, and Microsoft Office Suite
 - Strong analytical and problem-solving abilities
 - Effective communication and teamwork
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PROFESSIONAL EXPERIENCE

Electrical Project Manager

Red Chip Technology Company – Shiraz, Iran
2008 – 2023

- Managed over 30 electrical projects from planning to execution, ensuring compliance with safety regulations and budget constraints.
- Assisted project managers in coordinating resources, tracking progress, and maintaining project timelines.
- Conducted site inspections and field reviews to document existing electrical conditions and recommend improvements.
- Provided technical support in electrical system installations, troubleshooting, and testing.
- Assisted in preparing project documentation, reports, and technical drawings.

QC Supervisor (Part-time)

Dorna Engineering Company – Shiraz, Iran
2000 – 2007

- Conducted quality control inspections to ensure adherence to industry standards.
- Provided hardware and software repair services to maintain equipment functionality.
- Delivered excellent customer service and resolved technical issues efficiently.

Intern Electrician Assistant

Southern Electrical Services – Shiraz, Iran
1999 – 2000

- Assisted in basic wiring, electrical installations, and maintenance tasks under the supervision of licensed electricians.
- Supported site assessments and ensured adherence to electrical safety protocols.

EDUCATION & CERTIFICATIONS

- **Diploma in Electromechanical Engineering – Automation and Robotics Technician**
Centennial College, Toronto, Canada (2024)
- **Bachelor's Degree in Electrical Engineering**
Azad University, Kazerun, Iran (2007) – Assessed by WES as a Canadian equivalent degree

TECHNICAL SKILLS

- **Electrical Systems:** Power distribution, industrial automation, renewable energy
- **Testing & Troubleshooting:** Electrical measurements, hardware diagnostics, safety compliance
- **Software & Tools:** AutoCAD, PLC Programming, Microsoft Office Suite