**PERFORMANCE PROFILE**

* An organized and multitasking professional with 6 years’ extensive end-to-end service delivery

experience while focusing on customer’s requirements

* Highly experienced in project budgeting, Scheduling and resource management in multi-million-dollar projects.
* Proven records in analyzing risk and provide preventive action. Proven abilities in leading multidisciplinary team and successfully achieving the established project goals by identifying needs, clearly communicating priorities, establishing work standards and promoting team commitment and motivation by example
* Quickly acquiring new knowledge and procedures while identifying key improvement process in projects
* Technology enthusiast and looking for new service opportunity

**KEY QUALIFICATION**

* Agile | Waterfall
* PMO governance | Vendor management | Procurement management | Change management
* Planning | Cost controlling | Report generation
* Problem solving | Earned value
* Data and statistical analysis

**PROFESSIONAL EXPERIENCE**

**Junior Project Manager-** Rogers. Toronto, Canada

March 2019-Present

* Defined project scope, WBS, requirements, project milestones, phases, and elements
* Tracked clients, initiated inquiries and resolved issue by providing solution
* Led weekly status meeting with contractors and stakeholders to track the implementation

process and project milestones.

* Prepared cost analysis, cost planning and rolling forecasts in developing budget plans and forecast a

Program using Oracle

* Completed Six Sigma Yellow Belt project which reduced the bottleneck in project process and as a result improved project time and cost saving of approximately 15%
* Prepared presentation for higher level management regarding project update in power point

**Project Lead-** Zaneen Group Inc. Toronto, Canada

Apr 2017-March 2019

* Managed a team of 3 to implement and update content for the website by defining requirement, deadline and controlling the process
* Interacted with management team to implement new project management system to ensure all tasks are on track and all goals are accomplished within schedule
* Validated the gathered data and assessed data against prior findings

**Project Manager Elmatco**- Engineering and Consulting Company, Tehran, Iran

Sep 2012 – Aug 2015

* Resolved project budgetary issue by proposing equipment alternatives– the solution increased project profit by 5%.
* Executed scenario testing, market/competitor analysis, benchmarking, and metrics reviews
* Generated CapEx for approval. managed budgets ranging from $200K to $5M USD
* Created new KPI standard to make KPI’s analysis and reporting more efficient and visual
* Developed, implemented, and managed systems related to stakeholders’ experience, ensuring business requirements and customer needs are addressed

**EDUCATION**

* **Master of Engineering,** Engineering Management, University of Ottawa, Jan 2017

*Coursework: Project Management, Finance, Organizational Behavior & HR Management, Knowledge & Information Management and Marketing, System Engineering*

* **Master of Science**, Mobile Communication, Heriot Watt University, Nov 2009
* **Bachelor of Science**, Electrical Engineering, Azad University, Jun 2007

**CERTIFICATION**

* **Yellow Belt,** Six Sigma, Rogers, 2020
* **PSM,** Scrum Master, 2019
* **PMP,** Project Management Professional Certificate, 2015
* **Business Statistics & Analysis,** Rice University, Coursera, 2018
* **Excel to MySQL,** Analytical Techniques for Business, Duke University, Coursera, 2018

**SOFTWARE**

* Microsoft office | Visio | MS-project | Excel- VBA; Pivot table
* Share point | Oracle | Clickup
* SQL | Matlab