

Resume

1) Personal Information

Name and Surname: Nazanin Rezaiemah

Date of Birth: 1989/May/11

2) Education

Row	Degree	Major	Date	University/City
1	B.Sc	Project Management Engineering	2012	Payame Nour University-Tehran

3) Work Experience

Row	Duration	Company	Job Title
1	Jul 2020 To Date	IRITEC Co	Document Control Expert
2	Jul 2019 To June 2020	Aprin Abniye Pars Co	Planning and Project Control
3	May 2016 To June 2019	Eskan Sazeh Grouhe Co	Project Control And Document Control Expert
4	May 2015 To Apr 2016	Artakava Pars Co	Project Control Expert
5	Mar 2012 To Apr 2015	Takris Bana Co	Project Control Expert

4) Certifications and Licenses

Project Management With MS Project - Tehran Institute Of Technology

Project Management With Primavera - Tehran Institute Of Technology

Quantity surveying and estimating - Tehran Institute Of Technology

ICDL (Office) - ICDL Foundation of Iran

5) Other

Ability and skills in the field of documents control:

- Preparation of project MDR in order to record all information of project documents
- Preparation of weekly and monthly documents status reports
- Submitting documents to the client, subcontractor, etc by issuing transmittal form

Resume

- Document control and follow-up based on the weekly schedule
- Preparation of daily document transmitting report
- Preparation of project procedures such as project coordination procedure, document control procedure and document numbering procedure
- submitting comment sheets of engineering department from/to contractors and client. registering information of comment sheets in MDR in order to prepare document status reports

Ability and skills in the field of project control:

- Preparing the project schedule and controlling its progress based on Plan and Actual percentages
- Preparation of weekly and monthly project progress reports
- Preparation of project delays analysis
- Proficient in qualitative and technical evaluation forms of tenders
- Preparation of project Invoices based on Progress and Preparation of cost control
- Proficient in PMBOK concepts