

Mohammad Nozaripour

Senior of Contracts Affairs

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SUMMARY

As a Civil Engineer with 9 years of experience, I have worked on projects related to water treatment, building construction, oil and gas facilities, and chemical plants. My work involves coordinating projects, handling contracts, and participating in bidding processes. I am known for my practical skills combined with my education, giving me a deep understanding of both the technical and legal sides of contracts. I am confident at analyzing situations and making smart decisions based on facts. I pay close attention to details and always take my responsibilities seriously. I am looking for a job where I can use my skills to achieve great results.

EXPERTISE

- Strong practical experience and academic skills
 - Complete control over all technical component of contract
 - Complete control over all legal component of contract
 - Adequate and comprehensive technical analysis ability
 - Excellent attention to detail and awareness about job responsibility
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EDUCATION

Level	Majored in	Field of study	Duration		University	GPA out of 20
			from	to		
BA/BSc	Civil engineering	Civil	2010	2014	Islamic Azad University of Karaj Branch	13.45
MA/MSc	Civil engineering	Hydraulic structure	2015	2019	Islamic Azad University of Central Tehran Branch	14.93

QUALIFICATIONS

- PMBOK, Petro Niroo Saba Company
 - PRIMAVERA, P6, MSP Learning package-Tehran institute of technology
 - ICDL1, Jihad institute in Tehran university
 - Auto Cad (3D,2D), Jihad institute in Tehran university
 - TAKSA & TADBIR, Self-study
 - Primavera Unifier, Petro Niroo Saba Company
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PROFESSIONAL EXPERIENCE

Petro Niroo Saba (PNS Group)

Senior of Contracts Affairs

From 2022 to present

Responsibilities and experiences:

- Senior of Contracts Affairs for “Marun 3 dehydration, Marun 5 & Ramshir dehydration and gas compression and pipeline EPCC project “
- Preparation of invoices and escalation invoice
- Reviewing contracts and invoices of sub-contractors, vendors
- Claims of contract
- Preparation of change request and change order reports
- Controlling claims which are submitted by sub-contractors, vendors

Kuzu Pars Construction co (Kuzu International Group)

Technical office engineering administrator of infrastructure section

From 2019 to 2022

Responsibilities and experiences:

- Construction of Urban infrastructure including water pumping station, drinking water tanks, water transmission lines, water distribution network and sewage collection network in Maskan e Mehr complexes, 11 phase in Pardis city.
- Preparation and landscaping of area about 250 Hectar
- Reviewing and providing technical and engineering plans
- Controlling time of schedule of project.
- Managing the method of selecting subcontractors.
- Analyzing and offering new financial items in project.
- Contribution balance and expenses of project.
- Determining the procedure of providing project documentations.
- Claims of contract
- Material measurement and cost estimation
- Complete control over all technical component of contract
- Complete control over all legal component of contract
- Adequate and comprehensive technical analysis ability

Pars Ab Tadbir Consulting Engineering Co

Head of Contracts Affairs and Tenders

From 2015 to 2019

Responsibilities and experiences:

Wastewater Collection and Transfer Network Projects - Tehran Wastewater Company

- Conducted detailed estimations for the scope of wastewater collection and transfer network projects.
- Prepared comprehensive tender documents, outlining project requirements, specifications, and terms.
- Managed the tendering process, ensuring adherence to procurement policies and regulations.
- Coordinated with internal teams and external vendors to finalize contract agreements.
- Oversaw the preparation of contract documents, including clauses, payment schedules, and dispute resolution mechanisms.

Wastewater Collection and Transfer Network Projects - Mazandaran Province Wastewater Company

- Assisted in estimating project costs, taking into account materials, labor, and equipment needs.
- Played a key role in the preparation of tender documents, detailing project objectives and deliverables.
- Led the tendering process, engaging with potential bidders and evaluating their proposals.
- Contributed to the drafting of contract documents, emphasizing the importance of meeting environmental standards and deadlines.
- Ensured the seamless transition from project initiation to contract signing, fostering open communication between parties.

Wastewater Collection and Transfer Network Projects - Hormozgan Province Wastewater Company

- Participated in the initial estimation phase of wastewater collection and transfer network projects.
- Collaborated with colleagues to develop tender documents, highlighting critical project milestones and performance metrics.
- Facilitated the tendering process, promoting transparency and fairness among participants.
- Supported the creation of contract documents, focusing on the integration of sustainable practices and community engagement strategies.
- Monitored the entire lifecycle of the project, from tender announcement to contract finalization, ensuring alignment with organizational goals.

- Estimation, preparation of tender documents, holding tenders and preparation of contract documents for sewage collection and transfer network plans of the water and sewage company of the cities and towns of West Tehran (internal finance - PCF)
- Enhance the efficiency of project and company with subordinating personnel.
- Preparation of tender documents in terms of contractual and legal items
- Offering financial models and construction drawing.
- Negotiating with vendor and Sub-constructors
- Enhance the efficiency of project and company with subordinating personnel.
- Preparation of tender documents in terms of contractual and legal items
- Offering financial models and construction drawing.
- Supervising human resource time-sheet in the project

Tat Khesht Engineering Co

Construction project expert

From 2014 to 2015

Responsibilities and experiences:

- Coordinating with the departments of technical affairs and project control affairs
- Providing daily and weekly reports on the materials put into construction site
- Providing report on the safety and health facts
- Resolve obstacles and achieve positive results

SKILLS

- Contract Affairs Procedure: Possess comprehensive knowledge and substantial experience in managing contract procedures, ensuring adherence to legal requirements and project specifications.
- Cost Estimation: Skilled in conducting accurate cost estimations for projects, incorporating detailed analysis and market research to provide reliable forecasts.
- Project Management Procedure: Experienced in overseeing project management procedures from inception through completion, adept at coordinating teams, resources, and schedules to meet project goals efficiently.
- Project Control Planning: Proficient in developing and implementing project control plans, utilizing tools and methodologies to monitor progress, manage risks, and ensure projects stay on track.
- Tender Procedure (PC-EPC-BOT-BOO, EPCF): Well-versed in navigating tender procedures across various project delivery models, capable of preparing competitive bids and negotiating contracts effectively.
- Material Balance: Demonstrated ability in performing material balance calculations, crucial for optimizing resource utilization and minimizing waste in construction and engineering projects.
- General and Special Conditions of Contracts: Thorough understanding of both general and special conditions outlined in contracts, ensuring compliance and facilitating smooth contract execution.
- Supervision and Implementation of Construction Operations: Experienced in supervising and implementing construction operations, ensuring quality control, safety standards, and timely project completion.
- Preparation of Public and Private Technical Specifications: Skilled in drafting technical specifications for both public and private sector projects, accurately reflecting project requirements and standards.

- Preparation of Technical Proposal and Commercial Estimation: Capable of preparing comprehensive technical proposals and commercial estimations, providing clear and persuasive arguments for project selection.
- Preparation of Project's Delay Report and Change Order: Experienced in documenting and reporting project delays, preparing change orders, and negotiating adjustments with stakeholders to maintain project viability.
- Preparation and Submission of Claims of Contract: Proficient in preparing and submitting claims under contracts, advocating for client interests and securing fair compensation for additional works or unforeseen circumstances.
- Expert in Official Correspondence: Highly skilled in drafting and managing official correspondence, maintaining clear and professional communication with clients, contractors, and regulatory bodies.

LANGUAGE

English: PTE score 53

Farsi: Native Speaker