



Amir Golabzaei

Years of experience: 15 years
Head of Planning and Project Control Department
Tehran Municipality

Age:

36 years old

Marital status:

Married

Military Service:

Exempt

Current Location:

Iran, Tehran

Nationality:

Iran

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WORK EXPERIENCE

PRESENT
FEB 2018



Head of Planning and Project Control Department . 5 yrs 11 mos
Tehran Municipality . Iran. Tehran . Tehran

- Cost control and planning procedures
- Established cost, scheduling & progress control procedures
- Manage the project control resources required to deliver a multiple million pound cross functional engineering project.
- Support the top manager with progress reporting including schedule updates, forecast to complete, variance identification and opportunities for improvement.
- Management of the project cost control team including cost engineers, planners and QS.
- Monitor and control program compliance in respect of the projects contractual obligations.

PRESENT



Systems and processes Specialist
Tehran Municipality . Iran. Tehran

MAR 2014



System & Process Specialist . 9 yrs 10 mos
Municipality of tehran . Iran . tehran

Process & systems Analyst Specialist

Cultural and Artistic Organization of Tehran Municipality is one of the first institutions formed to achieve such an excellent goal, and to bolster humans religious cognition, aesthetic spirits, and truth-seeking. Throughout a curvy path of nearly 16 years since its birth, the organization has left an impression.

In my position main activities are as follows:

- Modeling and design process in BPMN2.
- Expertise in requirements gathering through direct user interviews, workshops, secondary market research and databases with 7 Yrs Business Analysis experience in Oil/Gas,art and cultural organizations & car making company.
- Exceptional documentation skills for writing use cases and functional requirement documents as well as for creating Activity diagrams, State diagrams based on business process flow diagrams using MS Visio.
- Processed engineering calculations to improved efficiency
- Analyzed and improved production parameters for company: Time, speed, cost, motion and method.
- Continuous analysis of the business process.
- Re engineering the organizational structure and process according to corporate strategy
- Some of the methods and techniques that we use, are as follow:
- BPI (business process improvement) tools , Forecasting tools(Time Series, Regression, neural network etc.)
- Data Mining Methods
- Participate in data warehouse design and data transformation
- Design and develop Data Warehouse Dimensional & Relational Models

- analysis, design, and development of new dimensional models and enhancements to current models
- Familiar with BI tools and ability to work with them
- Familiar with Data mining concepts and tools is preferred
- Familiar with statistics and using them for big data
- Familiar with process maker
- Familiar with Illustrator Adobe.

MAR 2014
MAR 2012



Control Project Expert . 2 yrs
Municipality of tehran . Iran . tehran

Control Project & data Analysis (statistical methods) Specialist

- Strong experience in project control management
- Scheduled timely deliverable for prepared bid packages
- Maintained and updated all cost tracking system records
- Monitored and assessed project activity data for accuracy and efficiency
- Design statistical test to report documentation.

MAR 2012
FEB 2011



Quality Assurance Manager . 1 yrs 1 mos
Naseem Group . Iran . Qazvin

Quality assurance manager

Naseem Industrial Group, Tehran, Iran. 1874 likes - 3 talking about this. Productions: non-woven layer for automobiles and Geo-textile types for buildings...

- Prepared report on project status for management, conceptual design as well as process development
- Monitored production tables, studied industry engineering specifications to obtain knowledge of production methods and techniques.
- Directed workers involved in different operations such as: product measurement, inspection and testing activities to ensure quality and reliability.
- Calculated production accuracy, yield and testing equipment to propose corrective actions

Monitored and organized workflow schedules according to manufacturing sequences and standard lead time of production operations

MAR 2011
MAR 2008



Quality Control . 3 yrs
Panjtash . Iran . Tehran

Quality Control & Quality Assurance Engineer

Petroleum and Energy procurement engineering tool of Islamic Republic of IRAN.

Cable Tray and Ladder and Accessories.

- Designing production processes and implementing the same for higher productivity.
- Planning with management and Human resource to develop production standards.
- Reviewing production schedules, purchase orders and related information to track the material planning

EDUCATION



Islamic Azad university Abhar Bachelor(BSc/BA) -Engineering (Industrial) 2004 - 2008
industrial engineering



Islamic Azad university south Tehran Master (MSc/MA) -Engineering (Industrial) 2013 - 2011
industrial engineering



Islamic Azad university north Tehran PhD -Engineering (Industrial) 2015 - 2022
industrial engineering

TECHNOLOGY SKILLS

Microsoft Excel	Advanced
Statistical Analysis	Advanced
Data Analysis	Advanced
Microsoft Office Tools	Expert
visual paradigm/ BPMN2	Expert

LANGUAGE SKILLS

Persian (Farsi) **Native**
Arabic **Pre intermediate**
English **Upper intermediate**

CERTIFICATE

Professional Certificate of Training the Competence of Managers . 2021
Institute of Public Management .

EFQM . 2014
industrial management institute . IRAN

BPM/BPMN.2 . 2015
. IRAN

ISO 9001-2015 and Lead auditor (ISO-9001) . 2016
tuv-intercert . IRAN

about me

Job-related skills and interests:

- Interested in working in a dynamic and knowledge Based environment
 - Good communication skills
 - Expert in design of organizational structure(based on product, based on process, task and ...).
 - Expert in Business Process Improvement tools and methods.
 - Audit processes base on internal procedures and ISO 9001 standard.
 - Familiar with the Data Mining Tools and algorithms.
 - ISO 9001:2015 Lead Auditor
 - Familiar with statistical methods and tests.
 - Familiar with My SQL .
- My phone number is 09390518058.