

CURRICULUM VITAE



Name: Manoochehr Tahoori

Date and Place of Birth: 22/July/1980-Tabriz

Nationality: Iranian

Status: Married

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Education	M.Sc. of Mechanical engineering, Tehran University, Tehran, Iran, Average:15.5 B.Sc. of Mechanical engineering, Tabriz University, Tabriz, Iran, Average:15
Languages	<ul style="list-style-type: none">• Persian: (Native)• English: (Well both spoken and written)• Turkish: Fluent
Personality	Self motivated, Team worker with high capability of communication
Key Qualifications:	<ul style="list-style-type: none">✓ Foreign and local Resourcing & purchase negotiations✓ Foreign and local Supply management expediting✓ Inspection of mechanical parts & Equipment✓ Project coordination and follow up

<p>Relative Trainings</p>	<ul style="list-style-type: none"> ➤ Several management systems (quality, environment, health and safety and information security), management and system tools, technical and assessment techniques and on-the-job related trainings (such as ISO 9000, EFQM, SPC, FMEA, SQFE, MSA, technical inspection and etc.) ➤ PMBOK7 ➤ An introduction to NDT ➤ International commercial negotiations ➤ International procurement ➤ Commercial correspondence ➤ International Contracts (based on FIDIC) ➤ Project Management ➤ English for Meeting ➤ WPS&PQR
<p>Professional Experiences</p> <p>(Full time)</p>	<p>March 2022-Now</p> <p><u>Company: DANA ENERGY</u></p> <p>Position: Procurement Manager</p> <p>Project: Sohrab Oil Field</p> <p><u>Activities:</u></p> <ul style="list-style-type: none"> • Preparing project procedures such as procurement procedure, expediting procedure, shipping & marking, vendor prequalification procedure, custom clearance, ... • Preparing draft of purchase order, contract for equipment and services, general terms and conditions of contract, transaction committee procedure, ... • Head of prequalification team for preparing project AVL/ACL

2021-2022

Company: DANIELI

Position: Procurement Consultant

Project: BUTIA Steel Co.

Activities:

Preparing tender documents and finalizing contract for BUTIA plant main items such as: CO2 adsorption, Ball mill, filters, Thickener, Chemical injection packages, Fix equipment, steel structures, Flare,

March,2017-Feb2021

Company: HATCO

Position: Commercial Manager

Projects: Moshiran,Parsian,Esfahan,Jahan Ara,Apadana,....

Activities:

- Planning, performing, and coordinating commercial affairs such as corresponding and monitoring orders' process with suppliers, negotiating, contract modification, order obtaining, preparing related documents for payment, shipment and delivery schedules, commercial registration procedures, custom affairs, and transporting follow-ups.

- Prepare and handle all necessary documentation from Proforma invoices to shipping documents, custom affairs, and commercial registration procedures.
- Assist company executives in foreign purchases and imports.
- Manage stock and delivery of the products.
- Monitor and follow applicable laws and regulations.
- Prepare and submit the necessary purchase and logistic documents.
- Responsible for getting all the needed governmental and non governmental approvals and licenses in the importation process.
- Supervising and controlling all the shipping documents in every step and keeping all the archives updated according to the department instructions.

Dec, 2010 – Feb2016

Company: Petro Pars

Position: Piping Procurement Head

Projects: South Pars Phase 19 (onshore facilities)

Activities:

Procurement of Piping Material & Fix Equipment

- Evaluation of received MR
- Call for Tender
- Sourcing and sending Request for Proposal
- Technical and commercial Evaluation of received Proposal
- Preparing of technical Bid Evaluation (TBE)
- Preparing of Commercial Bid Evaluation (CBE)

- Holding meeting with engineering department and discussing regarding vague technical point (such as probable deviations) and appropriate clarifications
- Preparing for purchasing documents for winner of the bid for client approval
- Holding pre-award meeting with winner for finalizing technical and commercial clarification
- Placing an order
- Assigning third party inspector
- Supervision off all manufacture stages as per agreed Inspection Test Plan(ITP) and Quality Control Plan(QCP)
- After PO expediting (in Korea, Italy, Spain,...)
- Supervision of final inspection of the package
- Supervision of shipping the package to site

Dec, 2008 – Dec,2010

Company: Iran Liquefied Natural Gas Co. (Iran LNG)

Position: Senior Procurement Engineer &Project Coordinator

Projects: Iran LNG Plant (Including Gas Treating plant, Power Plant, Liquefaction plant, LNG & LPG Tanks, Utility & Offsite)

Activities:

- Preparing Contract Parts such as (Special conditions, General Conditions, Commercial proposal (vendor list, unit rates, change orders...)
- Reviewing Vendors and finding new sources
- Preparing of TBE &CBE
- Holding meeting with vendors &contractors& subcontractors
- Coordination with Technical and Executive departments

2008 –2009

Company: Iranian Offshore Engineering Contractor) IOEC co.

Position: Procurement Engineer (Structure department)

Projects: South Pars Phase 12, South Pars Phase 17&18

Main Activities:

- Evaluation of received MR
- Call for Tender
- Sourcing and sending Request For Proposal
- Technical and commercial Evaluation of received Proposal
- Preparing of technical Bid Evaluation(TBE)& Commercial Bid Evaluation(CBE)
- Holding meeting with engineering department and discussing regarding vague technical point(such as probable deviations) and appropriate clarifications
- Preparing for purchasing documents for winner of the bid for client approval
- Holding pre award meeting with winner for finalizing technical and commercial clarification
- Placing an order
- Assigning third party inspector
- Supervision off all manufacture stages as per agreed Inspection Test Plan(ITP) and Quality Control Plan(QCP)
- Supervision of final inspection of the package
- Supervision of shipping the package to site

2005 – 2007

Company: SEMAJA(MILITARY SERVICE)

Position: Resident supervisor of army mechanical and civil projects.

Projects: Effluent Recycling system of 501 hospitals, Effluent Recycling system of IMAM Khomeini military base.

Activities:

- Inspection of contractor activities as per contract
- Checking invoices and Monthly Progress Report(MPR)

	<p>2002 – 2005</p> <p><u>Company: Garma Felez</u></p> <p>Position: Inspector and auditor</p> <p>Activities:</p> <ul style="list-style-type: none"> • inspection of Automotive parts • Product certification • Technical inspection & Audit
<p>Relevant Software's</p>	<ul style="list-style-type: none"> ✓ Familiar with Primavera Enterprise ✓ Familiar with ANSYS ✓ Familiar with MATLAB(Simulink) ✓ Familiar with Solid work ✓ Familiar with AUTOCAD and MECHANICAL DESKTOP ✓ Familiar with PVelite (Pressure Vessel Design) ✓ Familiar with TANK ✓ Good knowledge of Microsoft Windows, Outlook, Office (Excel, word,) & Internet.

References are available upon request