

Curriculum Vitae Of Azam Ziari

Name:	Azam Ziari
Gender:	Female
Date of Birth:	19, Sep, 1979
Nationality:	Iranian
Cell phone:	+98- 9127315849
E-mail:	ziari.azam@gmail.com

EDUCATIONAL BACKGROUND

- **Semnan University;**
Semnan, Iran Januray. 1999 until May. 2005 Level: B.Sc. *Mechanical Engineering (Major: Heat & Fluid).*

RESEARCH

- **5th Conference on Fuel Conservation Building;**
Tehran, Iran 2006. Title Article: *Study of Insulation Effects in Building Regarding Economy and Consumption of Un-renewable Energy Source.*

PROFESSIONAL EXPERIENCE

January2019 to May2024

Position: *Senior Procurement Specialist*

Company: **Namvaran Consulting Engineering Managers**

Projects: Nouri Petrochemical Heavy Hydrotreatment Unit, (EPC)
Badr-e-Shargh Methanol Plant Project, (EPs)
Mehr e Petro Kimia Petrochemical Complex PDH, PP &UT-of Units, (EPs)

In charge of below activities

Purchasing Activity (Before P.O.)

- Preparing Inquiry Package (Including MR and all related attachments) for submission to Bidders;
- Assist in preparing Vendor Short List;
- Tracking the vendors' proposals/clarifications (Technical/Commercial);
- Attend in project/ vendor meetings;
- Coordinating with related departments (Engineering, Project Control) and vendor for finalizing technical documents;

Curriculum Vitae Of Azam Ziari

- Preparing and update Material Control Index (MCI);
- Preparing and update Requisition Control Index (RCI);
- Submission Technical/Commercial end-conclusion to the Client for Vendor selection;
- Preparing Vendors CBE;
- Preparing draft of P.O.

Expediting Activities (After P.O.):

- Submission P.O. to Client/Vendor for sign/stamp and resolve the problems if any;
- Holding KOM with Client/Vendor/Project attendance;
- Vendor document checking (Vendor document list, Time schedule, ITP ...);
- Check and control Vendor reports (Weekly/Monthly reports);
- Follow up Vendor inspection (Notifications, Reports);
- Coordination with Vendor/Site for items delivery;
- Checking the vendor packing list (matching with Master Packing List, resolve the discrepancies if any);
- Check and approval Vendors' invoices;

Packages, equipment and material purchasing and expediting (i.e.)

- Fixed Equipment (Heat Exchangers, Air Cooler)
- Packages (Side Stream, Chemical Injection)
- Rotary Equipment (Compressors, Centrifugal Pumps, Dosing Unit)
- Laboratory Equipment

September 2016 to January 2019

Position: Sale Project Manager (Rotary Equipment)

Company: Aiotec Middle East Co. (Suppliers Gas, Oil and Petrochemical Industries)
SULZER Sales Representative in Iran

Projects: Kangan Petro-Refining Co.,
Pars Glycol Co.,
Arian Methanol Co.,
Kourdestan Petrochemical Co.,
Kermanshah Polymer Co.,
Kavian Petrochemical Co.,
Miandoan Petrochemical Co.,
Marun Petrochemical Co.,

Curriculum Vitae Of Azam Ziari

In charge of below activities

Project management from early step to end including:

- Vendor evaluation and selection;
- Preparing commercial proposal;
- Negotiation with vendor and attending technical clarification meetings;
- Coordinating with end user and vendor in each related step;
- Preparing related technical documents;
- Attending the inspection of equipment and FAT;
- Coordinating for delivery of pump packages;
- Coordinating with end user and vendor in each related step;

April 2010 to September 2016

<i>Position:</i>	<u><i>Sales Engineer and Procurement Expert</i></u>
<i>Company:</i>	Navidsahand Co. (Oil, Gas, Petroleum Pumps Manufacturer-Pump Iran Group)
<i>Projects:</i>	MAPNA Group, Bandar Abbas Condensate Refinery (PGSOC), South Pars Gas Field Development (N.I.O.C), New Parchin/ Semnan/ Dasht Gas Compressor Stations (IGEDC), Sarajeh Manifold & 16" Pipeline Stations (ICOFC), Ramin Thermal Power Plant (I.P.D.C), Chitgar Water Treatment Plant (Tehran Municipality), Sangan(I) Pelletizing Plant (MSC Co),

In charge of below activities

Coordinating Procurement activities including:

- Preparing technical and commercial Proposal According to the Client's Inquiry in the Field of Water, Waste Water, Oil, Gas & Petrochemical (Filled Out Datasheet, Curves, Deviation List, Technical Bid Evaluation (TBE) &.... According to API 610 or ISO 5199 standards);
- Purchasing mechanical seal, electro-motor, coupling and other related equipment;
- Attending technical clarification meetings;
- Project management from early step to the end and coordination with other engineering departments such as control, electrical engineering;
- Attending the inspection of equipment and FAT;
- Coordinating for delivery of pump packages;

Curriculum Vitae Of Azam Ziari

May 2008 to April 2009

Position: Quality Control Specialist
Company: Hadikar Radiator Co. (Automobile Parts Construction Co.)

In charge of below activities

QC activities including;

- Preparing documents (such as manufacturing procedure, FMEA &.);
- Checking the dimension and controlling the quality of manufactured parts;
- Preparing related QC procedure;

April 2006 to March 2007

Position: Quality Control Specialist
Company: Tejiran Co. (Automobile Parts Construction Co.)

In charge of below activities

QC activities including;

- Preparing documents (such as manufacturing procedure, FMEA &.) in order to achieving Sazeh Gostar Co. approval on manufactured parts;
- Checking the dimension and controlling the quality of manufactured parts;
- Preparing related QC procedure;

CERTIFICATE COURSES

- **Navidsahand Co.**
Tehran, Iran 2010, *Pump Selection API 610.*
- **Pars Sealing System Co.**
Tehran, Iran 2011, *Mechanical Seals-API 682 and Non-API Seal (Function of Mechanical Seal, Basic Parts, Types, Arrangements, Material Operation of Seal).*
- **Novin Parsian**
Tehran, Iran 2007, *Heat Exchanger Design Software, Aspen Bjac.*
- **Semnan Industrial and Mineral Organization**
Semnan, Iran 2007, *ISO TS.*
- **Semnan Industrial and Mineral Organization**
Semnan, Iran 2007, *FMEA.*

Curriculum Vitae Of Azam Ziari

PROFESSIONAL SKILLS

- Ability to Teamwork and responsible
- Self-motivated, committed and flexible
- Persistent, discipline person and dynamic
- Eger to learn

SOFTWARE SKILS

- Poupack PMIS. (Project management information systems)
- ATUOCAD
- Carrier (Hap 4.2 software for Heating, cooling & Ventilation
- ICDL

LAGUAGES

- English:
Speaking, Reading & Writing: Advanced