

Maryam Pirsahedel

Professional Summary

A highly experienced Project Coordinator and DCC Specialist with over two years of expertise in engineering document management and over 11 years of experience in goods inspection. My strengths lie in ensuring compliance with national and international standards, managing document workflows, and navigating complex regulatory requirements. I am proficient in advanced document control systems (EDMS, POUPACK, PCIM, UNIFIER, etc.) and excel at coordinating projects across engineering, procurement, and inspection phases. With a strong background in customs regulations, banking laws, and certification processes, I have consistently delivered accurate and timely documentation across various industries. I am eager to contribute my skills to a dynamic team and progressive organization, continuing to advance my professional career in a collaborative, innovative environment.



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Tehran, Iran

LANGUAGES

English

COMPUTER

- ICDL Certified (2011)
- Proficient in Microsoft office Suite (Word, Excel, PowerPoint)
- Outlook & Google Drive
- Experienced in online collaboration tools

EDUCATION

2006 - 2010

Quds City, Tehran

Bachelor's | 17.43 | Chemical Engineering

Islamic Azad University

2005

Tehran

Diploma | 18 | Mathematics & Physics

Farzanegan School

SKILLS

- Project Coordination & Management
- Quality Assurance & Inspection
- ISO 9001 & ISO 17020 Audit Preparation
- Technical Writing
- Data Entry & Database Management
- File Organization & Document Workflow Optimization
- Regulatory Compliance
- Attention to Detail & Time Management
- Risk Management & Issue Resolution
- Cross-functional Team Collaboration

PROFESSIONAL EXPERIENCE

March 2022 – Present

Project Coordinator and Engineering Document Manager

Tehran, Iran

Firouza Engineering Co.

- Managed the full lifecycle of engineering and project documentation, ensuring compliance with national and international standards.
- Utilized engineering document management systems (POUPACK, EDMS, PCIM, UNIFIER, etc.) to track and organize project documents.
- Preparing the final book according to the defined guidelines for each project.
- Coordinated ISO 9001 quality management system meetings and support team members on ISO 9001 standards.
- Registered, circulated, and archived documents across all project phases (engineering, procurement, inspection, and commissioning).
- Developed customized methods and systems for archiving and managing electronic files based on project requirements.
- Ensured the accurate coding of documents and prepared Vendor document list (VPIS) according to project procedures.
- Prepared and issued transmittals, comment sheets, and other document control materials.
- Participated in PIM/KOM meetings with clients and suppliers, addressing and resolving documentation issues.
- Received and controlled engineering documents from various units, verifying compliance with client requirements and guidelines.
- Followed up on client comments and ensured timely responses from relevant stakeholders.
- Prepared engineering documents using client-specific Title Blocks and formats.
- Reviewed and followed up on issues raised during meetings, ensuring timely resolutions.
- Monitored ongoing projects, preparing and submitting reports related to document progress, delays, and submissions.
- Coordinated inspection meetings and managed punch lists, ensuring completion of action items.
- Prepared and issued packing lists, Inspection Release Notes (IRNs), certificates, and proforma invoices.
- Managed contract payment terms and ensured proper invoicing and follow-up.
- Attended client sites for the temporary and final delivery of goods, ensuring compliance with client requirements and smooth project delivery.

Jan 2021 – March 2022

Senior Inspection Specialist

Tehran, Iran

Jahan Sanat Pars (JSP)

- Researched and identified the relevant national and international standards for each product to ensure compliance.
- Prepared detailed test reports and technical documentation for imported goods in alignment with the required standards.
- Ensured all goods met both national regulatory requirements and international quality and safety standards.
- Collaborated with suppliers and regulatory bodies to verify product certifications and compliance documentation.
- Conducted thorough product inspections and ensured that testing procedures adhered to specified standards.

- Reviewed and verified inspection reports to ensure accuracy and completeness.
- Coordinated with external inspectors to facilitate inspections and resolve any discrepancies in documentation.
- Ensured that all documentation related to inspected goods was accurate, up-to-date, and in compliance with relevant standards.
- Maintained clear communication between inspectors, suppliers, and internal teams to streamline the inspection process.

May 2020 – Jan 2021

Tehran, Iran

Marketing Supervisor

ASP Inspection Company

- Sourced suppliers and manufacturers across diverse industries, including food, medical, electronics, automotive, and power generation sectors.
- Sourced international inspectors across various fields of expertise and corresponded to acquire relevant qualifications and certifications.
- Conducted market research and led client meetings to secure new inspection contracts, preparing detailed proposals to attract potential clients.
- Built and maintained relationships with international inspectors, managing communications and coordinating the collection of resumes and certificates from external inspectors.
- Held briefing sessions to familiarize importers with the goods inspection process, both at the origin and destination points.
- Actively sourced importers and manufacturers within various sectors, including food, medical, electrical, automotive, and more, for potential inspection services.
- Conducted marketing calls and arranged face-to-face meetings to present inspection contract proposals to prospective clients.

April 2014 – April 2020

Tehran, Iran

Inspection Manager

AAPI Inspection & Engineering Co

- Developed and reviewed ISO 17020 audit checklists to ensure compliance with quality management practices.
- Verified the qualifications and compliance of manufacturing factories to ensure adherence to industry standards.
- Assessed the credentials of national and international accredited laboratories to maintain quality assurance in testing.
- Identified and sourced relevant national and international standards applicable to various goods.
- Prepared draft tests and inspection protocols based on national and international standards' requirements.
- Coordinated with foreign inspectors from the initiation of new inspection orders to the confirmation and receipt of original test reports and certificates.
- Received and reviewed inspection reports for scope compliance, ensuring alignment with specified standards.
- Checked test results for conformity with established standards and regulatory requirements.
- Verified that shipping documents conformed with inspected goods, notifying clients of any discrepancies.
- Reviewed Certificates of Inspection (COI) and Certificates of Conformity (IC) at the issuance stage against all shipping and inspection documents.
- Liaised with standard offices to address and resolve issues related to issued inspection files.
- Managed the reception of destination inspection samples, coordinating their dispatch to domestic laboratories, and followed up on test results for accuracy based on the scope and relevant standards.

Feb 2011 – April 2014

Tehran, Iran

Senior Standards Compliance Specialist

Bekhrad International Inspection Services Co (BIS)

- Mastered the Certificate of Inspection (COI) process, including pre-shipment, destination inspections, documentation oversight, marking supervision, and installation supervision.
- Reviewed and confirmed the accuracy of customs tariffs in accordance with the export and import regulations book.
- Evaluated the eligibility of customs tariffs to ensure compliance with mandatory standards and regulations.
- Verified the qualifications and compliance of manufacturing factories to uphold quality standards.
- Assessed the credentials of national and international accredited laboratories to ensure reliable testing processes.
- Identified and sourced relevant national and international standards applicable to various goods.
- Prepared draft testing protocols based on the requirements of national and international standards to ensure accurate assessments.
- Checked test results for compliance with established standards, ensuring all products met regulatory requirements.

CERTIFICATIONS

2022	Document Control Techniques in Engineering Projects Tehran Technical Complex
2017	ISO/IEC 17020 Audit Quality Management Systems and Inspection Research
2015	International Business Correspondances Industrial Management Organization
2015	Comprehensive Principles of Forgiem Trade Tehran University
2018	Familiarization with Types of Ships and Their Containers Tehran University
2018	Proper Packaging Principles for Import and Export Training Tehran Chamber of Commerce
2014	Principles of Good Inspection and Evaluation Isatis Engineering and Research Company
2014	Incoterms 2010 Training Tehran Chamber of Commerce