

HEMAD HATAMI

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SUMMARY

I am graduated in industrial engineering with more than 18 years of experience in project management(Monitor and Control). My focus has been on time, cost and risk management, and I have been involved in other areas of project management such as claim management and communication management according to the project preferences. In order to improve my career-path, I chose a master's degree in EMBA and completed project management courses such as Scrum & Agile and PRINCE2 Foundation.

SKILLS & ABILITIES

Soft Ware:

- Oracle Primavera P.6
- MS Project
- Primavera Pert Master
- Primavera p3.e
- MS Word
- MS Excel
- MS Power Point
- Power BI
- EDMS (Engineering Document Management System)
- VDMA (Vendor Document Management System)

Hard Skills:

- PRINCE 2 Foundation
- PSM1 (Professional Scrum Master 1)
- PMBOK 6th edition
- Agile & Scrum
- EVM (Earn Value Management)
- Claim Management
- Delay Analysis
- Cost Control System
- Managerial Dashboards
- Risk Management
- Procurement Management System

Interpersonal:

- Communication
- Team Work
- Hard Working
- Adaptability
- Leadership
- Collaboration
- Decision maker
- Problem-solver
- Conflict management
- Motivator

EXPERIENCES

Namvaran P&T Company (MC) | PMO Manager | Project Manager

Tehran, Iran | **Dec 2022 - Now**

- Water and waste water project manager
- Determine stakeholders, identify their impacts on time, cost and quality, Responding to stakeholders
- Compare project work performance against project management plan, determine required actions
- Gathering work performance data, Contribute in managerial meetings
- Planning & Monitoring Projects Including 10 EPC contractors, Calculating overall Project cashflow
- Follow up and Collecting contractors' periodic reports and transform them to a Managerial dashboard, Holding Weekly Progress meetings

Hirbodan Management Company (EPC contractor) | PMO Manager

Qeshm, Iran | **Jun 2021 - APR 2023**

- Developing procedures, instructions, forms and formats
- Tender manager for two tenders
- Compare project work performance against project management plan, determine required actions
- Gathering work performance data, Contribute in managerial meetings
- Register change requests and follow up them up to the end

- Implementation of the Cost Control system (EVM), Design Portfolio Reports, Applying Risk management system using Primavera pert master
- Invoicing 52 M\$, Complete the project on time (19 Months from start to synchronizing the E Class Power plant)
- Holding monthly meeting with project board and analyzing projects performance
- Analyze deviations,
- Creating projects issue log

Sadrab Niroot Company | PMO Manager | Project Manager Deputy

Kerman, Iran | **APR 2019 - SEP 2021**

- Developing Kerman's Wastewater Network and 5 modules of wastewater treatment Time Schedule
- Holding managerial meeting to analyze project performance
- Developing project procedures and reports' format
- Managing engineering team work and follow their tasks based on weekly meetings

Pasargad Iranian Holding | Business Development Manager

Tehran, Iran | **MAR 2018 - APR 2019**

- My own Startup project (from Idea to Launch the Business)
- Studying and reviewing the feasibility studies of the plans that the company receives for investment

Fakoor Sanat Tehran Company | Senior Project Planner

Tehran, Iran | **APR 2014 - MAR 2018**

- Reviewing the plans received from the engineering, procurement and construction units then integrating them into the comprehensive detailed time schedule
- Preparing periodic reports including Weekly, Biweekly and monthly reports
- Checking sub-contractors' progress reports
- Periodic visit from workshops of equipment manufacturers
- Presenting of project progress in managerial meetings and analysis of time, cost and quality indicators
- Preparing and Analyzing project cash flow

MAPNA Boiler Company | Senior Project Engineering Planner

Tehran, Iran | **AUG 2012 - APR 2014**

- Developing Engineering plan Based on received DCI (document control index)
- Following documents from disciplines and checking probable delays to give new forecasts
- Interacting with project planning manager to meet the project needs
- Issuing engineering performance reports and

Shargan Company | Senior Project Planner

Tehran, Iran | **JUL 2011 - AUG 2012**

- Evaluate EPC detailed time schedules
 - Creating issue log
 - Gathering work performance data
 - Make stakeholders list and their influences on project
 - Register change requests and follow up them up to the end
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- Providing EPC detailed time schedules
- Providing EVM monthly report
- Make stakeholders list and their influences on project
- Register change requests and follow up them up to the end
- Risk register, analyze risks, categorize risks, use SWOT technic to unfold needed actions
- Holding project monthly meetings

- Providing time schedules of EPC
- Preparing periodic reports including Weekly and monthly reports
- Periodic visits to the project site
- Providing EVM monthly report

- Providing the schedules of engineering, procurement and construction then integrating them into the comprehensive detailed time schedule
- Preparing periodic reports including Weekly and monthly reports
- Periodic visits to the project site
- Presenting of project progress in managerial meetings and analysis of time, cost and quality indicators
- Providing and Analyzing project cash flow
- Document MOMs, following the items included in MOMs, Register the MOMs data base
- Cooperation in preparation of EVM monthly report
- Contribute in risk management processes

EDUCATION

- Azad University | Bachelor of Industrial Engineering Qazvin Branch | 1999 - 2004
- Azad University | Master of EMBA Saveh Branch | 2016 - 2018

PROJECTS

- Paper plant from bagasse – Ahwaz – Iran
- Power plant E class Ansaldo – Qeshm - Iran
- Oil wharf of Qeshm Heavy Oil Refinery - Qeshm - Iran
- Kerman sewage network & sewage treatment plant – Kerman- Iran
- Iron concentrate factory (5 MT/Y) – Kerman- Iran
- Power plants _ MAPNA
- Siraf Methanol plant – Siraf – Iran
- Water treatment plants – baft-Kerman- Iran, Saveh- Iran
- Liquid nitrogen production plant – Esfahan- Iran
- Commercial towers