

Curriculum Vitae

SAMANEH KIAZADEH

Date of Birth: 21-Sep-1982
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EDUCATION

Dec. 2005 **Islamic Azad University** Qazvin, Iran
BS in Electrical Engineering (Electronics)

WORK EXPERIENCE



HAVAYAR INDUSTRIAL CO.

December. 2022 – Present

Sales Expert

- Receiving Material Requisition (MR) from Engineering depts. and check out to avoid any duplication.
- Responsible for the procurement of allocated commodities of the required quality at lowest cost consistent with material requisitions, departmental and project requirements and at correct delivery point within scheduled time limits.
- Issuance Tender Documents. attend the project meetings (regular and technical) with other specialist departments as a permanent team member.
- Developing and maintaining the Procurement Status Report (PSR).
- Issuing Purchase Order (PO) in accordance with optimized price, delivery time to meet project budget and schedule.
- Issuing Request for Payment (RFP) and chase up payment process
- Conducting market research and sharing findings with the team.
- Maintaining excellent relationships with customers that are built on trust, and encouraging the rest of the sales team to follow this example.
- Monitoring market trends, competitor activities, customer feedback related to the our product or service, and Procurement Status Report (PSR)



HAVAYAR INDUSTRIAL CO.

April. 2019 – December 2022

Electrical and Instrumentation Lead Engineer

- Acquires and understands the Project goals from Contract, specific documentation and the kick-off meeting.
- Contributes to define the Discipline list of activities, list of deliverables, time schedule, control of Discipline activities in accordance with Contract requirements.
- Produces a detailed list of in / out critical information to be closely monitored by PEM for a correct course of the project.
- Produces the methodologies / Design Premises comprehensive of all necessary data, general and specific design guidelines.
- Prepares and performs the Instrumentation design review.

- Ensures the achievement of assigned goals and the fulfillment of the project quality requirements and the contractual obligations.
- Takes any corrective action within the Specialists group necessary for this purpose or reports to PEM for more extensive problems.
- Calculates and monitors performance indicators in accordance with the technical instruction.
- Is the technical reference for Specialists and Designers and ensures the participation to the interdisciplinary activities.
- Monitors and reports actual progress / check for Discipline activities, including control of men-hours and delivered documents; particular care is required for sub-contracted activities.
- Coordinates the evaluation of the design changes to the original scope of work and verifies the implementation of those approved.
- Is aware and keeps track of all interface (in / out) information.
- Checks and signs all produced documents (internal or subcontracted) like design reports, technical specifications, drawings, etc.
- Attends to internal review activities and inter-discipline check meetings.
- Provides technical support to Project group.
- Reports to the Project staff and to the Client whenever required.
- Prepares the feedback dossier.



TARH ANDISHAN CONSTALTANT CO.

May. 2015 – April 2019

Instrument Engineer Oil & Gas & Petrochemical

- Reviews Client's technical documentation and requirements.
- Controls of subcontracted discipline engineering documents.
- Defines engineering requirements.
- Prepares the technical documentation for instrumentation and systems requisitions and performs the technical evaluations.
- Provides technical support to Project group.
- Optimizes instrument systems ensuring minimal cost and simplification in compliance with the required performance.
- Prepares specifications for instruments, systems (DCS, ESD, F&G) and installation.
- Prepares functional analysis (control, ESD, F&G).
- Implements instrument detail design on P&ID's.
- Prepares instrument data sheets and loop diagrams.
- Prepares instrument material take-off.
- Implements detail engineering activities (layouts, routings, supports...).
- Performs the F.A.T.



PARSIKAN IRAN PJSC

Project Commercial Supervisor

Instrument Engineer Oil & Gas & Petrochemical

- Reviews Client's technical documentation and requirements.
- Controls of subcontracted discipline engineering documents.

- Defines engineering requirements.
- Prepares the technical documentation for instrumentation and systems requisitions and performs the technical evaluations.
- Provides technical support to Project group.
- Optimizes instrument systems ensuring minimal cost and simplification in compliance with the required performance.
- Prepares specifications for instruments, systems (DCS, ESD, F&G) and installation.
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- Performs the F.A.T.

SKILLS & STRENGTH

Sales Expert

- Strong analytical and critical thinking skills.
- Excellent customer service and leadership skills.
- Strong networking abilities.
- Strong degree of diplomacy and the ability to work with a range of different people.
- Willingness to work overtime when required.

Instrument Engineer

- Safety Hitech/Hichiki- Narfoam kar Company
- Instrumentation Design - faragostaran
- Fire and Gas Safety System - Aftab Imen Parto
- Fire Alarm Detection System- Aftab Imen Parto
- First aid course- Iranian Red Crescent Society
- Dispatching System (SCADA)- Patsa Sanat Group
- Leak Detection System- ATMOSI
- Related software expert

General

- ICDL Course-Iran Institute of Computer Engineers
- Value Management and Engineering- University of Applied and Technology of Tehran
- MBTI Character recognition
- Supervision Course
- Knowledge of Windows 2000, XP, Office, Excel, Photoshop.
- Charismatic, assertive personality, articulate, extremely organized and good planner
- Single, no attachment and ability to work under pressure, extensive hours and meet deadlines
- Efficient in time management and able to meet deadlines
- Able to multitask

Languages

- Persian: Native Language
- English: Reasonable