



Sayed hadi Aryani

Personal Data:

Date of Birth : 22 Sep 1977
Gender : Male
Marital Status : Married
Nationality : Iran
Languages : Farsi + English
Phone No. : 09121878955

Education:

2007 : software from Azad University (Tehran Gharb)

Experience:

23 Oct 2014 To Present: EIED DC Coordinator, Kangan C2 Recovery and Fractionation Plant & Kangan Olefin Plant & Ebne Sina Hamedan, Energy Industries Engineering and Design, Iran /Tehran
Remark: Project EP

22 Nov 2011 To 22 Oct 2014 : Engineering & Vendor Document Controller, South Pars Gas Field Devalopment Phase 20&21 & LPG POLISHING - EPC, Energy Industries Engineering and Design, Iran /Tehran
Remark: Project EPC

12 May 2008 To 21 Nov 2011 : Engineering Document Controller & DCC reporter, Project Bid Boland II - MC, Energy Industries Engineering and Design, Iran /Tehran
Remark: Project MC

21 Jun 2004 To 19 Apr 2008 : DCC&Planing reporter, Projects Olofin 10th & Namrood rey- PC, Ramshir construction & technical company, Iran/Tehran
Remark: Project EPC

21 Apr 2003 To 21 Jun 2004 : DCC&Planing reporter, Project Olofin 10th -C, Ramshir construction & technical company, Iran/Asalooyeh
Remark: Project EPC

23 Oct 1998 To 20 Apr 2003 : Sales manager, Negahe Javan Company, Iran/Tehran
Remark: Hardware & software (Computer)

General Training:

2009 : ISO/TS 29001 - ISO 9001:2000 - ISO 14001 - OHSAS 18001 - Q-HSE , EIED , 8 Hours, IRAN-Tehran / Has Certificate? Yes

Specialized Training:

2018 : ISO/45000:2018 - ISO/9001:2015 - ISO/14001:2015 , EIED , 24 Hours, IRAN-TEHRAN / Has Certificate? Yes

Present Position:

Expert Document Controller

Skills:

- Computer Skills: (Hardware & software) Skills:Microsoft Office\EDMS\GreenERP\DCC Software Engineering.
- Preparation of document numbering instructions.
- Preparation a list of project documents (VPIS).
- Preparation and collection of the final book index(VDBI) & final booklet(VDB) of the project according to Procedure.
- Classification of documents or content to facilitate collection, search and retrieval of information.
- Preparation of forms related to document control (Transmittal/Clarification/Modification/...).
- Needs assessment to identify document management requirements of departments or end users.
- Implementation of electronic document processing, distribution and retrieval systems in collaboration with other IT professionals.