



**zahra Alavi**

Ref : C114-228

Years of experience: 22 years

Senior Purchasing Specialist

SAZEH PARDAZI IRAN  
CONSULTING ENGINEERS CO

Age:

**54 years old**

Marital status:

**Single**

Current Location:

**Iran, Tehran**

Nationality:

**Iran**

Salary expectation:

**Not Specified**

Mobile:

**+98 -9125959075**

Email:

**zarialavi@yahoo.de**

## WORK EXPERIENCE

PRESENT  
DEC 2022



**Senior Purchasing Specialist** . 1 yrs 9 mos

**SAZEH PARDAZI IRAN CONSULTING ENGINEERS CO** . Iran. Tehran .  
Tehran

MIDUK Copper Concentrator Plant (Phase II & III)

Saze Pardazai Iran is the client's consultant in this project.

In procurement department the services provided are as below:

- ensure use of materials and equipment in accordance with the standards specified in the contract,
- review and comment VPIS in KOM
- documents review and approval like as PO, and vendor document
- review the inspection document
- control factory construction, transportation and material received.

DEC 2022  
MAY 2016



**Senior Purchasing Specialist** . 6 yrs 7 mos

**Iran Arvin Engineering & Construction Co.** . Iran. Tehran . Tehran

IRAN ARVIN CO. ia an Engineering and Construction compnay of oil/gas project.

A member staff (purchasing specialist- Electrical/ Instrument/ Telecome) of Procurement Department

My roll is :

- Check and review of Material Requisition (MR).
- Preparing Request for Quotation, Bid Inquiry Package for tenders.
- Review and checking vendor proposal including technical and commercial offers.
- Preparing and checking CBE.
- Review client technical documentation and requirements, held and managing engineering meeting with client team.

I have prepared all electrical/ Instrument & Telecom packages for projects, for bidding and expedite the processes of purchasing before and after PO. I prepare CBE( commercial Bid Evaluation) and engineering department prepared TBE. After placing order I organize KOM &PIM meeting, follow up VPIS & the order for on time delivery , inspection, transportation, and ... I have experienced in Inco-terms.

Project:

Gurreh- Jask Crude Oil Pump Stations Project

IRANIAN GAS TRUNKLINE (IGAT VI) Detail Design of PCS's and Metering Station Project,

Azar Oil Field Development Oil & Gas Pipeline Project,Construction of Gas Export Pipeline

MAY 2016  
OCT 2013



**Procurement Manager** . 2 yrs 7 mos


**Zarand Agro- Industry** . Iran . tehran

Zarand Agro- Industry is a modified starch producer. I am working as procurement manager and do all of purchase. raw marital, chemical material, safety equipment , technical equipment and some services like as calibration. firefighting etc,...

- Coordinate with logistic team and Suppliers to ensure proper shipment delivery.
- Collaborate with accounting department to ensure timely financial obligations.
- Negotiate/leverage volume pricing, maximize profit margin, and minimize fees.

- Minimize risk by ensuring alternative sources of supply for critical items.

NOV 2013 ○  
●  
NOV 2009



**Purchasing Expert** . 4 yrs  
**NASR Cons** . Iran . tehran

CONSORTIUM NASR an Engineering and Construction Cons. of oil/gas project.


A member staff (purchasing specialist- Electrical) of Procurement Department

for South Pars Development Project Phase -12 EPC1-Onshore. My roll was :

- Check and review of Material Requisition (MR).
- Preparing Request for Quotation, Bid Inquiry Package for tenders.
- Review and checking vendor proposal including technical and commercial offers.
- Preparing and checking CBE.
- Review client technical documentation and requirements, held and managing engineering meeting with client team.

I have prepared all electrical package for bidding and expedite the processes of purchasing before and after PO. I prepare CBE( commercial Bid Evaluation) and engineering department prepared TBE. After placing order I follow up the order for on time delivery , inspection, transportation, and ... I have experienced in Incoterms.

NOV 2009 ○  
●  
NOV 2005




**Commercial Expert** . 4 yrs  
**ARIA oil** . Iran . tehran

An engineering company in oil , Gas and petrochemical Industries for Management of projects. I was commercial expert for EPC Revamaping PSA/ Hydrogenation C4/C5 Tabriz Petrochemical Company.Managing all import activities such as LC & payments.

Arrangement for inspection of goods with Third party inspectors till issuing Release notes.

Arranging with forwarders for shipping of goods &mode of shipment.

NOV 2005 ○  
●  
OCT 2003



**Secretary** . 2 yrs 1 mos  
**Amid Engineering & Development Co.** . Iran . tehran

An Engineering and Construction Co. of oil/gas project.

- Secretary of Salman EPC-3 off shore project and secretary of procurement department.
- Prepare Inquiry packages and follow-up correspondence with suppliers.

OCT 2003 ○  
●  
MAR 2002



**staff** . 1 yrs 7 mos  
**Iran Nowsa** . Iran . tehran

IRANNOWSA CO.

Representative of Richard Choronos Germany Manufacturer of machinery packing and industrial weigher

Secretary & editor in translation from English to Persian

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## EDUCATION



**Shahid Beheshti University** Bachelor(BSc/BA) -Language/Literature 1997 - 2001  
Germany

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## TECHNOLOGY SKILLS

Negotiation

Advanced

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## LANGUAGE SKILLS

German Intermediate

English Upper intermediate

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## CERTIFICATE

**۱۶½ Negotiation Techniques** . N/A  
www.shabanali.com . IRAN

**Mini MBA** . 2008  
MAHAN Institute . IRAN

**Advanced Language Certificate** . 1993  
National Institute of Language English . IRAN

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