



Mohammad Kabiri

Ref : C512-089

Years of experience : 9

Planning and Project Control
Engineer

Palayesh Parsian Sepehr

Age:

30 years old

Marital status:

Married

Military Service:

Completed

Current Location:

Iran, Tehran

Nationality:

Iran

Mobile:

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Email:

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WORK EXPERIENCE

PRESENT



Planning and Project Control Engineer . 1 yrs 11 mos

Palayesh Parsian Sepehr . Iran. Tehran . Tehran

JUN 2020

- Review Project delays
- Review of contractor's financial invoices. (Cost controlling)
- Create and develop reporting dashboards.
- Create an agile structure in the PMO, through new methods and online tools.

APR 2020



Account Manager and Traffic Manager . 4 mos

Maat (full-service marketing and advertising agency) . Iran. Tehran . Tehran

DEC 2019

- Create Traffic Management Office.
- Create a customized PM method based on PMBOK and Prince2.
- Implement a PM tool for tracking projects.
- Development planning and maturity model of the Traffic Management Office.
- Track and solve problems and bottlenecks.

JAN 2020



Founder . 1 yrs 4 mos

Saatoor Homemade Products (Saatoor.com) . Iran. Tehran . Tehran

SEP 2018

- Providing supplies and devices
- Hiring (Chef, Bike delivery &...)
- Accounting tasks (Calculating cost and price, salary &...)
- Marketing and sales (Designing logo and site, Marketing strategy, Advertising &...)

JUN 2019



Project planning and control Specialist . 4 mos

PNA (Pardakht Novin Arian) . Iran. Tehran . Tehran

FEB 2019

- Collecting financial and operational data related to the 1398 budget, and creating integrated documents for all organizational units.
- Creating a database of irregular and meaningless information to create a management dashboard
- Controlling and tracking organization projects

JUL 2018



PM specialist . 1 yrs 4 mos

Saman insurance co. . Iran . Tehran

MAR 2017

- Implementation of the PMO, including the design and implementation of the methodology, and the design and implementation of the required reports with regard to the level of maturity of the organization and the PMO
- Controlling and checking all of saman insurance project (directly reporting to CEO)
- Studying project process to create an agile methodology and have a powerful PMO
- Architecting and visualizing data for creating simple and powerful dashboards
- Implementing standards across the portfolio, including tracking, monitoring and updating the status of project and programme deliverables
- Coordinating project closure to distil good practice and ensure lessons learned are logged

-Preparing regular status reporting to all levels of the business

MAR 2017
DEC 2013



PM specialist . 3 yrs 3 mos
Research center for Development of Advanced Technologies . Iran .
Tehran

- The implementation of pmo, including the implementation of methodology and the implementation of software consistent with the methodology
- Controlling and checking whole organization's contracts (Telecom and IT included) Software and Hardware
- Researching for developing project management office for project-based companies (Method, performance & implementing)
- Managing projects with internal program and method (PRINCE2 based)
- Visualizing data with QlikView
- Researching to developing PM methodology and software

MAY 2014
OCT 2012



Executive Director . 1 yrs 7 mos
Yazdi legal Compony . Iran . Tehran

- Design work processes
- Defining legal and judicial cases as projects for lawyers
- Continuous monitoring of system processes with a view to re-managing the process
- Monitoring the software and hardware systems of the company
- Review technical and administrative requests from colleagues
- Research and development to increase efficiency and effectiveness by minimizing unnecessary activities in processes through the up-to-date information technology and information
- Provide seasonal management dashboards
- IT consultant

EDUCATION



University of Tehran PhD -Business/Commerce 2021 -
Doctorate of Business Administration



Azad South Tehran Branch Bachelor(BSc/BA) -Engineering (Industrial) 2009 - 2013
Industrial Management



Islamic Azad University,Science And Research Branch Master (MSc/MA) 2016 -
Industrial Management-Performance managemant

TECHNOLOGY SKILLS

Project Delay Analysis	Advanced
MSP	Intermediate
QlikView	Intermediate
Python	Basic
HTML5	Basic
Primavera	Basic
MS office	Intermediate
Network	Intermediate
SQL Server	Basic

LANGUAGE SKILLS

Chinese **Elementary**
English **Upper intermediate**
Arabic **Pre intermediate**

CERTIFICATE

ICDL . 2017
Iran Technical & Vocational Training Organization . IRAN

ISO9000 . 2010
tuv rheinland . GERMANY

about me

- Familiar with Analysis of project delays, project cost management
 - Familiar with Prince2 and PMBOK, also Scrum and Kanban
 - Specialist in the PMO creation and formulation
 - Familiar with analysing data and designing and creating management dashboards
 - Familiar with project application tools and data analysis, dashboarding, functional topics (PI and KPI definitions)
 - Involved in controlling Oil and gas, software projects, hardware projects (ICTs), marketing campaigns and research projects
 - Self-motivated
 - Problem solver
 - Researcher and Analyzer
 - Has strong communication skills
 - Multitasking
 - Eager for challenging goals
 - Keen to learn
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