

احسان شفیعی

اطلاعات شخصی و اطلاعات تماس	نام : احسان شفیعی تاریخ تولد : ۱۳۶۶ / ۰۳ / ۰۵ وضعیت تاهل : مجرد ایمیل : ehsan32909@gmail.com شماره تماس : ۰۹۱۲۴۴۷۹۸۵۷ آدرس : تهران، شاهین شمالی، خ چمران، خ امام حسین، خ کوهسار، پلاک ۸، واحد ۳۰۵
تحصیلات	کارشناسی مهندسی صنایع ۱۳۸۵ - ۱۳۸۹ - گرایش برنامه ریزی و تحلیل سیستم ها - دانشگاه علم و فرهنگ
توانایی ها	✓ برنامه ریزی و تحلیل سیستم ها ✓ تخمین و کنترل هزینه ها ✓ برنامه ریزی و کنترل پروژه ها ✓ مدیریت قراردادهای ✓ مدیریت تغییرات و ادعا ✓ مدیریت تدارکات پروژه و لجستیک و زنجیره تامین ✓ مدیریت پروژه ✓ ارزیابی و تحلیل ریسک ✓ کنترل مدارک ✓ تحلیل کسب و کار ✓ پیاده سازی سیستم های مدیریت، برنامه ریزی و کنترل پروژه
سوابق کاری	شرکت جهان تجارت تات (پروژه مرکز تجاری و اداری ایران مال) ۱۳۹۴ - ۱۳۹۸ مدیریت تدارکات و قراردادهای خرید و بازرگانی مسئولیت ها: ✓ برنامه ریزی جهت تامین تدارکات پروژه ✓ یافتن منابع اصلی تولید و تامین انواع کالاهای داخلی و خارجی ✓ مدیریت فرآیند خرید و انعقاد قرارداد ✓ مدیریت منابع مالی ✓ توسعه سیستم و روش ها
	شرکت مشاور صنعتی ایران (پروژه مرکز تجاری مگاپارس) ۱۳۹۴ - ۱۳۹۴ کارشناس برنامه ریزی و کنترل پروژه
	شرکت ره کوشان (پروژه مرکز تجاری و اداری ایران مال) ۱۳۹۰ - ۱۳۹۳ مدیریت برنامه ریزی و کنترل پروژه و مدیریت کنترل مدارک مسئولیت ها: ✓ برنامه ریزی و کنترل روند اجرای پروژه ✓ برآورد و کنترل هزینه ها ✓ مدیریت ریسک

۱۳۸۸ - ۱۳۸۹	✓ کنترل تغییرات ✓ گزارشات و مستندسازی ✓ توسعه سیستم و روش ها شرکت ساختمانی تابلیه (پروژه تونل نیایش) کارشناس برنامه ریزی و کنترل پروژه	
	نرم افزارها: Microsoft Office Matlab Microsoft Project Arena Primavera P6 Vensim AutoCAD SPSS SQL Server Minitab Primavera Contract Management Primavera Unifier برنامه نویسی: Microsoft Visual Basic Microsoft SQL Server Crystal Report 2008 Web Technology: HTML, Static web design CMS (WordPress, Joomla, Mambo, PHP-Nuke) گرافیک: Adobe Photoshop Adobe Flash	مهارت های نرم افزاری
	مجتمع فنی تهران Microsoft Project ✓ Primavera P6 ✓ Microsoft Excel ✓ بانک رفاه کارگران - دپارتمان فنی و مهندسی Microsoft Project ✓ Microsoft Excel ✓ پروژه ایران مال Primavera P6 ✓ Primavera Contract Management ✓ Primavera Unifier ✓	سوابق تدریس
	✓ مدرک Scrum Master I ✓ دوره اجایل و اسکرام (موسسه راهبران سیستم رستاک) ✓ طراحی صنعتی (سازمان آموزش فنی و حرفه ای تهران) ✓ گستره دانش مدیریت پروژه (PMBOK) (موسسه راهبران سیستم رستاک) ✓ دوره آمادگی آزمون مدیریت حرفه ای پروژه PMP (موسسه راهبران سیستم رستاک)	مدارک و دوره های آموزشی
	انگلیسی - حرفه ای آلمانی - مبتدی	زبان

Ehsan Shafiee

Personal Information & Contact	Name: Ehsan Shafiee Birth Date: May 26, 1987 Birth Location: Tehran Marital Status: Single Email: ehsan32909@gmail.com ehsan@shafi.ee Mobile: +98(912) 447 98 57 Address: No. 305, Block 8, Kohsar St, Emam Hossein St., Chamran St., N Shahin Blvd, Central Janat Abad, Tehran, Iran Postal Code: 14769-18383 Linked in https://www.linkedin.com/in/ehsan-shafiee/
Objective	Seeking a position toward my work experience in project planning and controlling or project procurement and logistic
Education	Science and Culture University Tehran, Iran (2006-2010) BS in Industrial Engineering (Planning & Systems Analysis) Bagher-al-olom High School Tehran, Iran (2004-2005) Pre-University Certification in Physics and Mathematics Bagher-al-olom High School Tehran, Iran (2001-2004) High school Diploma in Physics and Mathematics
Core Competencies	✓ Planning and Scheduling ✓ Risk Assessment and Analysis ✓ Cost Estimation and Controlling ✓ Project Controlling & Performance Tracking ✓ Contract Management ✓ Change and Claim Management ✓ Project Procurement Management ✓ Logistic and Supply chain Management ✓ Project Management ✓ Document Controlling ✓ Business Analysis ✓ System and Process Development ✓ Implementing Project Planning and Controlling systems (Primavera P6, MS Project, Primavera Contract management, Primavera Unifier and ...)
Relevant Experience	Jahan Tejerat Tat Co. Tehran, Iran Sep 15– Mar 20 Contract and Procurement manager Project: <u>Iranmall</u> JTT is a part of client organization in the biggest multi-state Complex in the world (Iran Mall) and Mashhad Mall in procurement chain as owner representative. The Iran Mall, is one of the world's top five shopping malls, one of the largest commercials, cultural and social projects located in northwest Tehran, Iran, by Chitgar Lake. Its first phase opened in 2018, occupying an area of 1.6 million square meters with a gross leasable area of 300,000 square meters. Parts of it are still under construction. Over 500 contractors and 25,000 workers directly took part in the construction of Iran Mall. I worked there as a contract and procurement manager and leading a team through purchasing wide range of materials in very different categories such as bulk materials, electrical, mechanical, architectural, ELV and many special technical equipment which cost over than 500 million euro.

Main responsibility:

- **Procurement Planning**
 - ✓ Collaborate with related parties to clarify the specification and expectation of the company from a procurement perspective and determine their product and service needs
 - ✓ Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times
 - ✓ Manage the coordination of purchasing lead times with the development of the project schedule
 - ✓ General administration, document control, creating daily /weekly and monthly reports
- **Sourcing**
 - ✓ Seek for profitable suppliers and initiate business and organization partnerships
 - ✓ Identify and research potential new supplier, products and services to meet company's goals
 - ✓ Expand and maintain Vendor database, evaluation / assessment of vendors under Procurement manager directive
 - ✓ Manage external vendors to secure advantageous terms
 - ✓ Create and implement sourcing strategies that are innovative, cost-effective, and combine the complexities and challenges within the industry
 - ✓ Working on all logistics, supply chain and inventory management tasks
 - ✓ Working with team of procurement, logistics and inventory control team under Procurement manager
 - ✓ Develop and implement strategies for procuring, storing, and distributing goods or services and maintaining stock levels
- **Purchasing & Contracting**
 - ✓ Contact suppliers, sending RFQ / RFP's to the various supplier, following up and issuing Purchase Orders
 - ✓ Manage vendors or contractors involved and how they will be managed
 - ✓ Coordinate and control material and service deliveries in project implementation
 - ✓ Define the types of contracts, you plan to use and any metrics that will be used to measure the contractors' performance
 - ✓ Planning and manage existing contracts and delivery dates for the work or products
 - ✓ Coordinate with stations manager on all MR's submitted making sure proper tools / equipment and supplies being purchased
 - ✓ Nurtures relationships with more than 500 suppliers to negotiate the best prices for company
 - ✓ Purchase wide range of materials in various categories (bulk Materials, architectural, electrical, mechanical, ELV, ...)
- **Financial**
 - ✓ Coordinate with finance team and suppliers on purchase orders /payments and deliveries to
 - ✓ Manage project budget and financial resources
 - ✓ Build a culture of long-term savings on procurement costs
- **System and Process Development**
 - ✓ Implement, Install, direct and administrate Primavera Contract Management for controlling procurement process and documents

Iran Industrial Consultants Co.

Tehran, Iran

Mar 15-Sep 15

Project Control Expert

Project: Megapars

I was a Project planner and controller in MegaPars shopping Mega mall.

Main responsibility:

- Prepare a master plan for all aspect of project and update it during project
- Design & Run project management information system
- Develop appropriate methods for controlling and measuring progress
- Prepare and present the daily, weekly and monthly reports

Rahkooshan Co.

Tehran, Iran

Feb 13- Mar 15

Project Planning and Control Senior expert – Document Controller Senior Specialist

Project: Iranmall

I was a member of client's Project planning team in Iranmall. My job as a Project planning and control senior expert and Document control manager include following fields:

Main responsibility:

- **Planning and Scheduling**
 - ✓ Planning Engineering, Procurement and construction and Preparing a master plan for all aspect of project and update it during project
 - ✓ Develop Pre-Construction, Construction and Commissioning Program
 - ✓ Develop, implement, and direct the total Project Controls program on projects or lead one of the Project Controls' functions in a large project
 - ✓ Finalize and agree the Work Breakdown Structure (WBS), WBS dictionary and Control Accounts
 - ✓ Implement the Work Breakdown and Project Coding Structures to ensure that data are converted correctly from the original estimate to the Project Control system
 - ✓ Ensure that good planning practices are applied in the master schedule
 - ✓ Ensure the integrity of the schedule baselines
 - ✓ Identify and analyze schedule variances, help to generate remedial actions
 - ✓ Review and assess contractor bid schedules
 - ✓ Conduct interactive planning sessions and workshops
 - ✓ Follow all relevant planning processes and support their ongoing development
 - ✓ As Lead Planner, manage project schedule including critical path activities and review schedule float for schedule slippages and Leading the planning team
 - ✓ Support Project Manager(s) in preparing, administrating and monitoring of Project procurement actions (Contracts, Purchase Orders, etc. ...)
- **Controlling & Performance Tracking**
 - ✓ Implement and Develop the Project Controls plan and system
 - ✓ Develop and maintain Management, Project and Control level schedules
 - ✓ Control, Track and summarize schedule performance with other project controls functions and the finance teams
- **Estimating**
 - ✓ Review and oversee the completion of the project estimate and basis of estimate
 - ✓ Map the estimate into control accounts to set suitable budgets
- **Cost Management**
 - ✓ Develop cost control/scheduling procedures, execution plan, and business plan for a project
 - ✓ Oversee the establishment of control account budgets in the cost management system
 - ✓ Oversee the development and maintenance of the Progress Measurement Baseline (PMB)
 - ✓ Establish an accounting control process to ensure the efficient and accurate flow of information
 - ✓ The financial status of industrial contracts including payment plans and internal costs, including overheads, for compliance with budgetary provisions and financial regulations
 - ✓ Review contractor proposals and bids; validate against the budget and estimate
 - ✓ Review supplier application for payments and invoices for accuracy
 - ✓ Maintain a cost profile for control accounts, keeping it aligned with the schedule.
 - ✓ Identify and analyze variances in cost or schedule performance against the plan, and communicate the reasons for the issuance of variance and proposed mitigation plans to Project Management, help to generate remedial actions
 - ✓ Accumulate and compile accurate cost management data to prepare the project budget and update the progress of the project
 - ✓ Update control account forecasts, or the Estimate at Complete (EAC) and Cost at Completion
 - ✓ Participate in weekly project cost reviews/schedule meetings
- **Risk Management**
 - ✓ Work with key stakeholders to identify schedule risks, and lead the schedule contingency development process
 - ✓ Update and maintain the risk register
 - ✓ Hold risk workshops
 - ✓ Chase mitigation actions and report on status
- **Change Control**
 - ✓ Develop and implement a basic change management system for engineering and construction
 - ✓ Maintain the change register
 - ✓ Supporting Project Manager(s) in Contract/Change negotiations and Change Control/Review Boards
 - ✓ Provide schedule and cost input to change notes and contributing to the preparation of contract change documents

- **Reporting & Documentation**
 - ✓ Develop appropriate methods for controlling and measuring progress
 - ✓ Prepare and present the daily, weekly and monthly reports
 - ✓ Prepare and present status, risk, executive, resource, variance, cost, Time tracking, etc. reports
 - ✓ Develop various project management dashboard reports
 - ✓ Define a procedure for documenting project's documentation
 - ✓ Maintaining historical project databases and Project Plan Annexes
- **System and Process Development**
 - ✓ Develop, implement, and direct the Project management information system on projects (Design simple database and platform by excel, VBA, PHP, MySQL)
 - ✓ Implement, Install, direct and administrate the latest version of Primavera P6 (standalone and web based)
 - ✓ Implement, Install, direct and administrate the latest version of Primavera contract manager
 - ✓ Implement, Install the latest version of Primavera unifier
 - ✓ Support the continued development of scheduling system (EPS and tables), its ongoing administration, processes, and templates
 - ✓ Develop scheduling metrics, and benchmarks that allow for the standardization of durations used by various stakeholders for planning in early design stages

Tablieh Construction Co.

Tehran, Iran

Jul 09 - Dec 10

Project Planning and Control expert

Niyayesh tunnel is a 10,252 meter traffic tunnel designed to cut down the traffic jams in Tehran area. It is the second-longest under-construction city road tunnel in the world in 2012 after China's Baoshan city road tunnel (10,480m).

The construction of Niyayesh tunnel began in March 2010 and completed in February 10, 2013.

I was a member of constructor's Project planning and control team at Niyayesh Tunnel. My job as a Project planning and control expert include following fields:

Main responsibility:

- Collecting data and preparing daily, weekly and monthly reports
- Participate on Planning and controlling construction

Pars Alborz Industrial co. Shahriyar

Tehran, Iran

Sep 08 - May 09

Production Planning Apprentice

I worked as a Production planning apprentice.

Computer Skills

Software:

Microsoft Office	Matlab
Microsoft Project	Arena
Primavera P6	Vensim
AutoCAD	SPSS
SQL Server	Minitab
Primavera Contract Management	WINQSB
Primavera Unifier	

Programming:

Microsoft Visual Basic
Microsoft SQL Server
Crystal Report 2008

Web Technology:

HTML, Static web design
CMS (WordPress, Joomla, Mambo, PHP-Nuke)

Graphic:

Adobe Photoshop

Others:

Industrial Drawing on paper and by computer (Having international certification)

	Network+
Teaching Experience	Tehran Institute of Technology (MFT) ✓ Microsoft Project ✓ Primavera P6 ✓ Microsoft Excel Refah Bank Technical & Engineering Department ✓ Microsoft Project ✓ Microsoft Excel IranMall Project ✓ Primavera P6 ✓ Primavera Contract Management ✓ Primavera Unifier
Training Courses	▪ Scrum Master I ▪ Industrial Drawing on Paper and By Computer Tehran Technical & Vocational Training Organization ▪ Project Management Body of Knowledge (PMBOK) Rahbaran System Rastak Co. ▪ PMP Exam Preparation Course (PMP) Rahbaran System Rastak Co. ▪ RMP-PMI Exam Preparation Course (RMP-PMI) Rahbaran System Rastak Co.
Research Interest	Project Management Logistic and Supply chain Management Data Mining Systems engineering Operational Management Business Analysis Information System Technology Information Security Decision Support System Building Information Modeling (BIM) 3D, 4D, 5D, ... Scheduling
Research Experience	✓ "Investigation of Intelligent Transportation System (ITS)" as a semester research in Transportation planning course, Spring 2010 ✓ "Decision Support System (DSS)" as a semester research in Planning and Analysis System, spring 2010 ✓ "Project Control and Planning of Building a School by MS Project" as a semester control project course, fall 2009 ✓ "Balancing Machinery Productivity with RFID in Construction Project" as an Internship project, fall 2009 ✓ "Investigation of Ergonomic in Automobile Design" as a semester research in Ergonomic course, Spring 2009 ✓ "Investigation of Information System in One Shop Store and Make a Database by MS Access" as a semester project in Management Information System (MIS) course, fall 2008 ✓ "Facilities Maintenance and Repair Methods" as a semester project in Maintenance and Repair Planning course, fall 2008 ✓ "Quality Control Investigation in Jabber Pharmacy Firm" as a semester project in Quality Control course, spring 2008 ✓ "Work Study (work measuring) On Headlights" as a semester project in Work Study course, fall 2007 ✓ "Layout Investigation of The Headlight Factory" as a semester project in Industrial Units Planning course, Spring 2007
Language	Persian (proficiency= native) English (proficiency= Conversational; TOEFL IBT Score: 82/120; Test Date: Jan 2011) Germany (proficiency= Beginner) Turkish (proficiency= Beginner)