

Contact

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Top Skills

Cost Management
Cost Control
Construction Cost Control

Languages

Arabic (Limited Working)
English (Professional Working)
Persian (Native or Bilingual)

Certifications

Project Management(New Concepts)
Comprehensive Project
Management Based On PMBOK 5th
Edition
FAQ Professional Seminar about
T.E.C
Educational Workshop about
Challenges & Delays Claims in
Projects and SSO Problems
Construction Management (Short
Course)

Honors-Awards

Ranked 2nd in University Students
Concrete Competitions

Publications

"Questions & Answers(FAQ) of
Contractor Organization, Tax, Work
Law & SSO" Book
Seismic Behavior of Non-Uniform
Piles

Maziar Karamizadeh

Contract Manager, Civil Engineer, Quantity Surveyor, Estimator,
Project Manager, Tender Manager
Tehran Province, Iran

Summary

24 years experience on major projects related to:

- Oil and Gas
- Petrochemical
- Tower, Residential and Administration Buildings
- Roads and Highways

in the fields including not limited to:

Technical Affairs, Estimating, Contract Engineering, Proposal,
Tenders, Quantity Surveying, Civil Engineering
in leading Companies.

Parts of Responsibilities:

- Full administration of construction contracts, including all related correspondence
- Review and analyze the validity of contractual claims and recommends appropriate action as and when assigned.
- Follow-up proper closeout of completed contracts with respect to the issuance of required completion certificates, release letters, the return of performance bank guarantees, etc.
- Liaise with the Pre-Qualification function to plan surveys for qualifying new contractors/suppliers, including participation in shop surveys.
- Assist with preparing standard tender documents, including standard forms of contracts for all types of works, services, consultancy, and manpower, in coordination with legal, audit and finance.
- Participate in preparing/updating the Company's Contracts Policy and Procedures and preparing control management documents such as Tender Board terms of reference.
- Review scopes of work, assist in development of suitable pricing structures, prepare tender documents with suitable conditions whilst ensuring that company policies and procedures are followed;
- Formulate suitable tender strategies depending upon the scope, value, type and time schedule, with inclusion of the proposed bidders list for committee approval;

- Coordinate technical evaluations, conduct commercial evaluations, and obtain Bid Committee approval for award;
- Carry out post award contract administration;
- Draft tender documents in collaboration with the project team members. Review technical documents for inclusion within tenders and propose amendments to align with contract requirements and terminology. Assist Projects team in selecting criteria for bid evaluation;
- Arrange and coordinate technical evaluation of bids by Projects team members. Finalize technical evaluation submissions and obtain approval for the commercial bid opening;
- Analyze and make recommendations for the analysis of entitlement to Variations and settlement of claims, time extension requests etc;
- Ensures that completion certificates and performance evaluations are prepared and duly signed upon completion of contracted work;

Experience

Siraf Energy Petrochemical Company

Contract Manager

June 2018 - June 2023 (5 years 1 month)

Tehran & Dayyer Port

- Use my ability of managing end-to-end tenders to manage a portfolio of various agreements; providing strategic input into the development, implementation and post-award management of contracts.
- Identify and create opportunities for cost reduction and value-add in all agreements.
- Lead low to medium value negotiations and support senior team members in higher value negotiations.
- Contribute to the development and implementation of contract management systems, policies, procedures and templates.
- Hold tertiary qualifications in Business, Commerce, Law or similar.
- Ideally have experience in resources, construction, engineering or law.
- Have the ability to coordinate multiple activities concurrently within required timelines and ensuring they are completed to a high standard.

Jam Sanatkaran Company (JS Co.)

Adviser to CEO in contracts management & Project Manager of Admin. Building(Olefin Unit)

February 2017 - June 2018 (1 year 5 months)

Tehran & Assaluyeh

- Advise & review RFP or bid packages from customers and prime contractors
- Proactively contribute and advise during bid review and proposal development; identify key legal and commercial issues in customer's RFP, advise business units on contractual risks and mitigation factors.
- Advise, review, draft and negotiate commercial contracts and related documents, such as work orders, services agreements, vendor agreement, subcontracts etc.
- Work within specific guidelines and procedures to bring contractual risks under explicit management control
- Develop internal guidelines and playbooks and coordinate internal trainings to streamline the contract management process
- Assist both lawyers and non-lawyers on legal, business, and compliance issues
- Support continuous improvement initiatives.
- Managing the execution of Olefin Site Office Bldg. as a Project Manager and taking-over the project, three months before the end date of project according to the primary schedule plan

Jam Petrochemical Company

Contract Manager

October 2013 - February 2017 (3 years 5 months)

Tehran & Assaluyeh

- Provide high quality advice on all pre-contract matters including contracting strategies.
- Setting-up, negotiating and monitoring Contracts and Frame Agreements in the most economically advantageous manner, in accordance with corporate procedures and statutory regulations.
- Prepare and seek approval of commercial and contractual correspondence.
- Develop tender documentation, coordinate input from user groups and provide contractual terms and conditions applicable to the services.
- Input on contract matters to support and assist Procurement Department to award contracts.
- Review Purchase orders and invoices for payment, in accordance with the appropriate agreements and advise the Managing Director.
- Verifying invoices in relation to Contracts and Frame Agreements.

- Reporting to and advising the Managing Director.
- Liaises with Legal and Finance Departments when required in relation to contractual and commercial requirements.
- Support the tender development and tender evaluation process including on and offsite tender clarification meetings with contractors where necessary.
- Support award and contract formalities in accordance with the Companies Corporate Procurement process.
- To prepare technical standards, guidelines and procedures for award and administration of subcontracts.
- To develop contract administration policies and procedures, for both prime contracts and subcontracts.
- To perform functional review of project activities to assure technical adequacy of project contract administration activities.

Payahoor

Proposal Manager & Senior Estimator

September 2012 - September 2013 (1 year 1 month)

Tehran, Tehran Province, Iran

- Conduct review of all proposed commercial and legal terms and where necessary, enter into negotiations with relevant parties to ensure acceptable terms are agreed.
- Ensure all bids and contracts are compliant with the Company's risk profile.
- Coordinate and develop Commercial Proposals as directed by the Director, Commercial & Strategic Development.
- Under the guidance the Director, Commercial & Strategic Development assist with preparing and maintaining corporate reporting documents as required.
- Assist in implementation and tracking of bid packages in accordance with company procedures and requirements.
- Follow-up with customer queries to ensure that all service levels relating to bid packages are being met.
- Maintain master template agreements and issue contract amendments as required.
- Administer existing contracts and fleet agreements.
- Ensure all Commercial Operations are carried out in accordance with Commercial Department requirements and company policies/procedures.

- All other duties as directed by the Director, Commercial & Strategic Development

A.S.P

Technical Officer

March 2012 - August 2012 (6 months)

Tehran, Tehran Province, Iran

- Responsible for the management of the technical office and do the follow up of the in situ design and adjustments, planning, method statements, etc. from A to Z;
- Managing the team of project and technical engineers, ensure proper reporting to the project management and make sure to meet the contractual requirements;
- Ensuring the good communication with the client;
- Report to the Project Manager

N.A.S.R Consortium

Senior Estimator & Contract Manager

January 2010 - March 2012 (2 years 3 months)

Phase 12 South Pars Gas Field Development

Major Duties & Responsibilities

- Evaluate incoming inquiries
- Participates in regular project controls and proposal meetings and other meetings/committees.
- Asses all technical issues of the project
- Works with engineering, proposals, project controls and supply chain during bid preparation to deliver total installed cost estimates of all classes
- Prepare estimates and proposals
- Reviews and evaluates costs for sub contract fabrication on work orders.
- Perform additional assignments per supervisor's direction.
- Assist in maintaining effective relationships with internal and external clients
- Free hand drafting and reviewing of various documents including, but not limited to contracts, letters, client communications and other miscellaneous legal documents.
- Negotiate agreements via direct client/vendor discussions.
- Offer expert consultation to lines of business on potential contractual solutions in a continually changing product/service environment.
- Utilize discretion in the use, acceptance and approval of language within client/vendor facing agreements.

- Utilize sound judgment and discretion in identifying key contract terms and issues that require escalation.Develop and propose creative solutions to contract issues.
- Create contract language as necessary for use in client/vendor contracts.
- Lead internal stakeholder discussion to facilitate deal decision and strategy.
- Partner with internal product group to develop template agreements as required for new product/service offerings.
- Identify the need for tools, templates, and processes and develop iterations of each as necessary.
- Advise management of proposed process improvements in the contract area, as identified.
- Engage and partner with newly acquired business and legal departments to coordinate processes and tools.

Roozyarsazeh

Founder & Project Manager

September 2005 - September 2011 (6 years 1 month)

Tehran

Managing Director & Project Manager in Roozyarsazeh(Construction Contractor Company)

Navrood

Technical Office & Bid Manager

May 2003 - March 2006 (2 years 11 months)

Responsibilities:

- Ownership and accountability for the completion and quality of all business proposals
- Prepare cost estimates on projects, determine pricing and sign off on all proposals for large projects with Operations and Finance.
- Organize and manage all proposal development and proposal production workflows and schedules in close coordination with management.
- Ensure effective communication within the bid team & with other key stakeholders.
- Partner with Finance to ensure that the financial bid pre-calculations meet company requirements.
- Manage/track all aspects of proposal preparation, revision and submission; coordinate inputs from all departments; and coordinate internal reviews with upper management.
- Demonstrated analytical ability to organize, interpret and make recommendations regarding response direction.

- Ability to structure, develop, write, and edit proposal sections building the response around the Request for Proposal (RFP)/Client requirements, in a creative, compelling, and compliant manner. Develop proposal outline and successfully write cover letters, administrative requirements, staffing sections, past performance references sections, and some management approach sections based on the RFP requirement.
- Participate in developing key differentiators. Identify customer references to be considered.
- Develop written questions and seek clarification from procurement throughout the RFP process and remain current on all amendments and modifications.
- Interact with subcontractors, vendors, and other entities associated with proposal development.
- Generate proposal templates and maintain and improve upon the existing proposal library.
- Work on multiple proposals, balancing milestones and due dates of each.
- Coordinate proposal printing, assembling, mailing/shipping as required.

Sacookar Co.

Technical Office Engineer-Civil Engineer-Estimator

December 2002 - May 2003 (6 months)

- Pricing
- Tender Documentation
- Methodology
- Programme scheduling
- Preparation of Invoices
- Preparation of Claim Package
- Developing cost estimates from first principles at a detailed level
- Ability to identify commercial advantages in the tendering process
- Contributing to pre-contract negotiations and selection of suppliers
- Identifying and communicating potential tendering opportunities to the business throughout the process

Metrab Co.

Engineering Supervisor

June 2001 - December 2002 (1 year 7 months)

- Lead and technically support the department of varying disciplined engineers and technicians;
- Lead in the achievement of personal and process safety goals;
- Lead multi-level Process Based Leadership (PBL) execution meetings;
- Capital Budget preparation, forecasting and stewardship;

- Expense Budget preparation, forecasting and stewardship;
- Main interface with Operations and Maintenance on technical services and improvement projects;
- Lead and provide guidance on the division of work for direct reports;
- Lead Continuous Improvement initiative within the Tech Services group;

Organization for Development, Renovation and Equipping schools of
I.R. IRAN

Designer & Supervisor Engineer (Undergraduate Student)

June 1998 - September 1998 (4 months)

Design & Supervising of the Construction & Repairs of Schools in Tehran
Province

Education

Amirkabir University of Technology - Tehran Polytechnic

Master's degree, Structural Engineering · (2000 - 2002)

K. N. Toosi University of Technology

Bachelor of Science (BSc), Civil Engineering · (1995 - 1999)