
MATTHEW FEIZBAKHS

PROJECT PLANNER/SCHEDULER

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PERMANENT RESIDENT

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Summary

Accomplished Project Planner and Scheduler with 8 years of experience in the construction industry, specializing in EPC multidisciplinary projects. Proficient in Primavera P6 and Microsoft Project for developing, maintaining, and optimizing project schedules, ensuring alignment with project milestones and stakeholder expectations. Skilled in critical path analysis (CPM), risk assessment, and delay mitigation to keep projects on schedule and within budget. Adept at resource allocation, cost control, and Earned Value Management (EVM) to enhance financial performance and project efficiency. Strong ability to collaborate with cross-functional teams, track project progress, and provide detailed reports to senior management, facilitating data-driven decision-making. Recognized for improving estimation accuracy, stakeholder communication, and schedule adherence to drive successful project execution.

Skills

- Proficient in developing and managing project schedules using Primavera P6, MS Project, and Excel software.
- Experienced in developing Earned Value Management (EVM) Methodology for tracking budget and cost of the project and forecasting project status.
- Proven ability in applying Critical Path Method (CPM) to identify and focus on critical activities for taking proper action in case of avoiding probable cause of delay in projects.
- Proficient in designing Work Breakdown Structure (WBS) based on project scope and deliverables.
- In depth understanding of Waterfall methodology.
- Proven competency in implementing short-term look ahead plans by using Rolling Wave Planning technique.
- Skilled in statistical analytical reporting and presentation supporting decision-making processes by senior management.
- Strong ability to collaborate with cross-functional and multidisciplinary project teams for tracking project Estimation and Performance.
- Proven ability to prioritize and manage multiple tasks and meet tight deadlines.
- Reliable competency in coordinating stakeholders and communicating with them.
- Proven ability in allocating and optimizing project resource.
- Proficient in monitoring project progress, defining and analysing KPIs.
- Experienced in managing project documents used for further data analysis and claim management.
- Skilled in preparing reschedule or replan in case of occurring change management process.
- Proven ability of data management and data analysis to support making strategic decisions.
- Proficient in construction processes, activities, and interrelationships across multiple disciplines, including civil and building works, steel structure erection, mechanical equipment installation, piping, painting and insulation, electrical, instrumentation, Safety and Firefighting.

Professional Experience

HEAD OF PROJECT PLANNING/SCHEDULING at KAYSON INC. (Sangan Iron Ore, IRAN)

From March 2024 to December 2024

Project Information: \$30m EPC Mechanized Dry Tailings Stacking Project located in Sangan Iron Ore, Khorasan, IRAN.

<https://www.kayson-ir.com>

- Managed the development and execution of an EPC multidisciplinary project, overseeing budgeting and resource allocation to enhance efficiency.
- Developed and maintained project schedules in Primavera P6, ensuring alignment with key milestones and project objectives.
- Led cross-functional teams to define project deliverables, improving communication and ensuring timely project progression.
- Conducted risk assessments and implemented mitigation strategies, successfully reducing potential project delays.
- Prepared and delivered executive reports and presentations, supporting data-driven decision-making, and improving project forecasting.

Achievement: Revising the procurement and construction WBS and activities to better align with project deliverables resulted in a 5.5% decrease in the deviation between planned and actual project progress. This improvement was crucial for senior management and other stakeholders, providing a clearer understanding of the project status, causes of delays, and necessary corrective actions.

PROJECT PLANNER/SCHEDULER at NEYR PERSE (MAPNA GROUP) located in South Pars Gas Field Development Phase 13, Kangan, Bushehr, IRAN.

From November 2014 to April 2019

Project Information: \$540m EPCCS Utility, Sulphur Recovery and Storage Units, HVAC, Safety & Fire Fighting Units, Substations and Control Rooms of SPGFD PH.13 Project

<https://mapnanyp.com/>

- Oversaw project construction progress, identifying and resolving issues to keep the project on schedule and within budget.
- Developed detailed schedules for pre-commissioning, commissioning, and startup phases by exporting ICAPS data to Excel, improving planning efficiency.
- Designed Work Breakdown Structures (WBS) and utilized Microsoft Project for project tracking, enhancing task management and resource allocation.
- Coordinated with stakeholders to track progress and provide updates, leading to a measurable increase in stakeholder satisfaction ratings.
- Monitored project performance against KPIs, identifying inefficiencies and implementing best practices, resulting in a reduction in project delays.

PROJECT PLANNER/SCHEDULER

SOROUGH ENERGY PERSIAN COMPANY (SEPCompany) located in South Pars Gas Field Development Phase 13, Kangan, Bushehr, IRAN.

From May 2012 to November 2014

Project Information: EPC Project Included Slug Catcher, Amine Treatment, Main Piperack, Condensate Tanks and Condensate Stabilization Units of SPGD PH.13

<https://www.linkedin.com/company/sepcompany>

- Collaborated with project teams to calculate and update estimations, improving accuracy and reducing variance between projected and actual outcomes.
- Implemented and maintained project schedules, identifying and mitigating delay risks using the Critical Path Method (CPM) to ensure timely project completion.
- Developed and delivered daily, weekly, and monthly reports using Microsoft Office, enhancing senior management decision-making, and reducing response time for key issues.
- Monitored invoice status and aligned project cash flow, ensuring cost control and accurate financial tracking through Earned Value Management (EVM) principles.
- Organized and led project meetings, preparing agendas to improve team alignment and expedite issue resolution, optimizing project workflow.

Education and Training

Bachelor of Science in Industrial Engineering

From October 2006 to September 2010

Mazandaran University of Science and technology

<https://www.ustmb.ac.ir>

Licenses and certifications

Professional Engineer (PE)-Engineers Australia. **April 2020**

PMP Exam Preparation Course (Based on PMBOK Version.07) - IRAN PMP Institute, <https://pmpiran.com> **September 2023**

Primavera P6 Course Certificate - MAPNA Group Company. **October 2014**