

Parvin Arfaei Fard

Civil Engineer | Expert in Quantity Surveying, Contract Administration & Project Supervision

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Professional Summary

Passionate and detail-oriented Civil Engineer with extensive experience in quantity surveying, contract administration, project supervision, and on-site construction management. Skilled in reviewing tender documents, analyzing phase designs, and ensuring project timelines are met efficiently. Currently working in municipal roles, collaborating with private contractors to oversee project execution and delivering comprehensive, error-free reports. Additionally, completed specialized training in construction management and project management, enhancing my ability to lead projects effectively.

Work Experience

Civil Engineer - Contract & Project Supervisor

Municipality (via Faraaen Naghsh Mandegar Shahr) | September 2023 - Present

- Conducted quantity surveying and cost estimation, ensuring budget accuracy for municipal projects.
- Reviewed tender documents and contracts, identifying inconsistencies and ensuring compliance.
- Assisted in contract negotiations and procurement processes with private construction firms.
- Evaluated Phase 1 & Phase 2 design plans, ensuring technical accuracy and feasibility.
- Monitored project schedules, ensuring timely completion and adherence to contractual deadlines.

Assistant Site Supervisor

GIA Construction Group | May 2020 - June 2023

- Supervised on-site construction activities, ensuring adherence to design specifications and safety regulations.
- Conducted quantity surveying and cost estimation to optimize project budgeting.
- Reviewed technical drawings (Phase 1 & Phase 2) and identified errors before execution.
- Assisted in contract administration and tender document review, identifying discrepancies.
- Monitored project schedules to keep construction progress aligned with deadlines.

Skills

Technical Skills:

- AutoCAD (2D Drafting & Technical Drawings)
- ETABS (Structural Analysis & Design)
- Photoshop (Architectural & Technical Visualization)
- Microsoft Office Suite (Excel, Word, PowerPoint)

Project & Management Skills:

- Quantity Surveying & Cost Estimation
- Contract Administration & Tender Analysis
- Construction Site Supervision
- Project Scheduling & Timeline Management
- Feasibility Studies & Report Analysis

Certifications & Courses

- Engineering Project Management - Alison (Online)
- Diploma in Construction Management - Oxford Home Study (Online)

Languages

- English (B2 - Upper Intermediate)
- Spanish (Basic)
- Persian (Native)