

Sam Tirandaz

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SUMMARY OF QUALIFICATIONS

Results-driven **Project Planner** with a diverse background in construction projects. Proficient in implementing efficient planning and controlling systems, ensuring compliance with industry standards. Skilled in utilizing various software applications, including Excel, Primavera, Primavera risk analysis, Microsoft Project, and Power BI. Technical understanding of project planning and scheduling roles and responsibilities, including creating baselines and replans, implementing earned value management, risk analysis, tracking project progress, and delay analysis. Effectively maintains and controls schedules to ensure deadlines are met, and costs are within budget.

CORE COMPETENCIES

Communication | Time Management | Project Scheduling | Procedure Development | Decision Making | Delay Analysis | Document Control System Development | Efficient Stakeholder Management | Team Building | Interpersonal Skills | Organization Skills

TECHNICAL SKILLS

Microsoft Office: Professional Excel user, PowerPoint, Visio, Word, Outlook

Planning Software: Primavera P6, Microsoft Project, Risk Analysis

Data Analytic Applications: Power BI, Power Query, and Pivot in Excel

HIGHLIGHTS OF ACCOMPLISHMENTS

- Successfully implemented project progress measurement system for two mega projects, including Forouzan-20 offshore and Koppeh Dagh on-shore exploration wells worth more than 43 million USD.
- Successfully implemented quantitative risk analysis, which resulted in an accurate contingency plan for the Forouzan-20 exploration well.
- Performed as a PMO representative to reduce redundancy of identifying risks in NIOC company projects, defining risk IDs to track and prioritize risks in all projects simultaneously.
- Gained In-depth understanding of the construction industry, including legal aspects and relationships between owners, contractors, and subcontractors, enabling effective management of project stakeholders and mitigation of potential disputes.
- Created schedule narrative report, monthly updates, and S-Curve to track delays in the Hengam petrochemical plant, resulting in a successful claim of 1.8 million USD.
- Proven skillful at assisting project managers in project planning, ensuring deadlines for critical milestones and activities are met and costs are within budget.

PROFESSIONAL EXPERIENCE

Project Planner / Oil and Energy Industries Development Company, Tehran, Iran

Feb 2021 – Dec 2023

Elevated from Project Planner to Engineering Project Planner, leading document management initiatives for critical energy projects, assigned to three complex projects, which include two transport pipelines, manifolds, and wellheads in the Mansouri oil and gas field, the water supply project of the Dehloran petrochemical plant, and the Khesht oil field.

- Spearheaded developing and managing the Master Document List and engineered comprehensive narrative reports and section schedules, enhancing project transparency and stakeholder communication.
- Utilized Microsoft Excel to generate customized templates for project documents, including internal and external transmittal letters for drawing approval, Submittal Document Index, and comment sheets
- Conducted regular meetings with all DCC staff to address all issues concerning DCC work problems and procedures and formulate solutions for the engineering manager's approval. Consulted with engineers and designers to resolve discrepancies and compile required document changes.
- Maintained document control register/documents for incoming and outgoing project documents. Ensure that the latest revision and approval status of documents is continuously updated in Master Document Registers (MDR). Expedited and maintained acknowledgments to transmittals and Expedited responses to transmittals sent for review/comment.
- Tracked delivery of vendor's documents based on schedules,
- Developed coordination, change order, and document handling procedures
- Prepared engineering invoices and project measurement systems based on weight value systems for each project.
- Prepared WBS and CBS for each project
- Tracked important milestones and documents according to the plan

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- Provided a weight-value system based on the Man-Hour required for issuing documents

Program Management Office Analyst / YEKOM Consultant, Tehran, Iran

Dec 2019 –Dec 2020

Responsible for being a PMO representative in three NIOC Company programs: Forouzan offshore oil fields, Koppeh Dagh on-shore fields, and the NIOC research program.

- Optimized project tracking and control processes, executed detailed risk analyses, and developed delay analysis tables, which improved project delivery times by 15%.
- Ensured timely updates for 12 projects and provided the necessary documents for weekly and monthly reports
- Conducted qualitative and quantitative risk analysis in the Foruzan-20 offshore drilling project
- Provided contract administration and management, including thorough review and interpretation of tender documents to ensure contractual compliance and alignment with project specifications
- Prepared delay analysis table sheets for projects based on excusable or non-excusable delays (owner's perspective)

Project Planner/Pars Consulting Engineers, Torbate Heydarieh, Iran

Sep 2019 –Dec 2019

Responsible for on-site consulting project planning in the Dizbad Torbat Pipeline project

- Demonstrated significant and recent experience in the commercial or industrial building construction industry, with a proven track record of successfully delivering projects on time and within budget.
- Prepared WBS, CBS, and Schedules in P6.
- Provided and distributed requirements related to confined space entry and fall protection, facilitating adherence to safety protocols and prevention of workplace hazards.
- Checked contractor's work and invoices
- Reported S-Curve of the project every month

Project Planner /Kaveh Steel Structure Company, Shiraz, Iran

Jan 2017 –June 2017

Responsible for planning the fabrication of steel structures for the Dehloran Petrochemical Plant project.

- Streamlined the delivery process for steel structure packages by implementing rigorous control measures and strategic action plans, achieving a 30% reduction in delivery times and enhancing customer satisfaction.
- Prepared packing list for every delivery
- Created action plans for the shop drawing and manufacturing workshop

Project Planner/Parto Rahandazan Sannat, Asaloyeh, Iran

Jun 2014 –Mar 2016

Responsible for on-site planning for the Ammonia and Urea project at Hengam Petrochemical Plant.

- Led on-site project planning initiatives, crafting strategic narrative schedule reports and closely monitoring subcontractor performance, which resulted in a 20% increase in project efficiency.
- Interpreted construction drawings and specifications, ensuring accurate implementation of project requirements and specifications.
- Designed biweekly action plans, reports

Project Planner/Petrochemical Industries Erection & Construction Company, Marvdasht, Iran

Jun 2013 –Dec 2013

Responsible for on-site **project planning** in the third ammonia and urea unit of the Marvdasht Petrochemical Plant.

- Proficiency across all construction trades, including civil, structural, architectural, mechanical, and electrical disciplines, enabling comprehensive oversight and management of project requirements.
- Updated schedule monthly
- Prepared S-Curve for the project

EDUCATION

- Master of Industrial Engineering - Azad University - Iran **2014-2019**
- Bachelor of Industrial Engineering – University of Sistan & Baluchestan – Iran **2008-2013**

CERTIFICATE & TRAINING

- PMP **Since 2017**
- Comprehensive Excel, Primavera, MSP **2013-2015**