

CURRICULUM VITAE

Saeed Hamedi



Personal Information:

- **Name:** Saeed Hamedi
- **Date of Birth:** 6/16/1977
- **Marital Status:** Married
- **Address:** Unit 8, Forth Floor, No 70, Str. No. 22, Modabber St., Yousef Abad, Tehran, Iran (Zipcode:1431963631)
- **Phone:** (Home)+9821-88007760, (Mobile) +98-9121870525
- **Email:** hamedisaeed@yahoo.com

Languages:

- **Persian (Farsi):** Mother Tongue
- **English:** Fluent in speaking, reading and writing
- **Arabic:** Good in reading, fair in listening

Education:

1999~2001	Iran University of Science & Technology	Tehran/Iran
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- **MSc in Construction Management (GPA 17.72/20)**
- **Thesis:** The Review of Tunneling Methods in Iran and Proposing Guidelines to Achieve ISO Certificate

1995~1999	Iran University of Science & Technology	Tehran/Iran
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- **BSc in Civil Engineering (GPA 16.1/20)**

Training:

2000	Iran Industrial Management Organization	Tehran/Iran
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- **Certified ISO9000 Standards, Quality System**

2003	Almaktabo Alraisi-Special for Project Management	Asaluyeh/Iran
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- **Certified Primavera Project Planner**

Field of Experience:

- Civil Engineering and Contract Administration
- Project Control in Gas Refinery Projects (3 years)
- Project Management of Tehran Asphalt Plants Standardization (1 year)
- Project Control of big Projects (Expressways, Bridges) in Tehran (1 year)
- Feasibility Study and consulting (1 year)

Computer skills:

- Windows XP, Internet literate, Microsoft Office, Primavera Project Planner, Microsoft Project (MSP), MS. Access.

Other skills:

- Conversant with international correspondences
- Conversant with physical progress measurement

Job Involved:

- Planning
- Progress analysis

- Progress monitoring with respect to the approved schedule
- Resource monitoring
- Civil works supervising
- Preparing the Minutes of Meetings
- Replying to the contractors' correspondences
- Reporting to the client and head office

Detailed Work Experience:

3/2006-Now	Pars Oil & Gas Co. (POGC)	Tehran / Iran
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- **Position:** Civil Engineer, Contract Administrator
- **Project:** South Pars Supporting Projects
- **Brief Description:** Including a variety of Projects like expressway, condensate storage tank farm, building Preparing document tenders, negotiations with consultant and contractor companies, comment on civil and structural drawings and assessing contractors invoices are main duties.

1/2004-3/2006	Tehran Municipality	Tehran / Iran
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- **Position:** Project controller, Project Manager and Mayor Deputy Advisor
- **Project:** Main Civil Projects of Tehran including highways and bridges
- **Brief Description:** Construction of highways and bridges in the city of Tehran. The physical progress, project scheduling with respect to the CPM and the quality control are part of my duties. In the last recent year I was the project manager of Tehran Asphalt Plant Standardization Project.

6/2002-12/2003	Eni Group (Italian Co.)	Assaluyeh /Iran
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- **Position:** Project Progress Reporter / Site Planning Engineer
- **Project:** South Pars Gas Field Development, Phases 4 & 5, Onshore Facilities
- **Brief Description:** Construction of a gas plant on a "Turn Key" basis including Engineering, Procurement, Construction, Installation, Pre-commissioning, Commissioning and Start-up of the plant fully operating. The project consists of different disciplines like Civil, Steel Structure, Piping, HVAC, Electrical, Instrument, and Fire Fighting System. The project also including a 70 KM 56" Pipeline.

2/2002-6/2002	Jahan Pars Co.	Lamerd /Iran
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- **Position:** Site Planner
- **Project:** Parsian Gas Treating Plant
- **Brief Description:** Establishing detail schedule and assisting to organize project control department were the main duties. It was a gas treating plant project to develop the Tabnak gas reservoir, and Jahan Pars was the general contractor.

9/2001-2/2002	J.V. JKT (Jahan Pars + Kayson + Tehran Jonook)	Assaluyeh /Iran
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- **Position:** Project Progress Reporter
- **Project:** South Pars, Phases 4 & 5, Onshore Facilities, Site Preparation
- **Client:** Eni Group (Agip Iran B.V. Branch)
- **Brief Description:** The main goal of the project was 5.5 million cubic meter excavation and filling in five months plus some other activities including ditches, roads, fence and slopes. The remarkable workload to be handled in a short time requires an accurate tight planning and scheduling. This should be supported by reports and analysis during the activities. Data must be precise, timely prepared and organized properly. Project Control Department was also in charge of calculating the physical progress and invoicing.

9/2000-9/2001	Moshaverin Sahel Consultant	Tehran/Iran
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- **Position:** Member of an Expert Team
- **Project:** Feasibility Study of Persian Gulf Bridge
- **Client:** Qeshm Free Zone Organization
- **Brief Description:** Persian Gulf Bridge is a strategic structure. The length of bridge is about 2.5 km with 25 spans. The company was in charge of Pre-feasibility study, Feasibility study from technical and economical point of view and detailed engineering. The feasibility study from economical point of view was the duty of the team, which I cooperated with.