

PROFILE

- Master's Degree in Building Engineering (Construction management), Master's Degree in Architecture with over **17 years experience** in building design, construction management, supervision, coordination, investment, estimation, and contract administration.
- Demonstrated competence in managing project like an owner within time, cost and budget constraints
- Collaborative team member with sound judgement and excellent ability to communicate written and verbal
- Organized and dynamic with analytical and interpersonal skills, highly efficient while working independently
- Detailed knowledge of design guidelines, construction techniques and construction management principles
- Proficient in AutoCAD, Microsoft Project, Visio and Office applications - Word, Excel, PowerPoint, Access.

PROFESSIONAL EXPERIENCE

Project Manager in Green Reason Inc.- Toronto, Canada

Oct. 2021 – Present

Project Highlights

Green Reason specializes in construction project management, sustainable project management and consulting.

Key Responsibilities and Accomplishments

- Develop and maintain relationship with projects' stakeholders like owners, architects and engineers;
- Manage and harmonize interactions within the construction team including the tenants, consultants and contractors;
- Resolve project dispute in a timely manner;
- Manage project critical milestones and deliverables, also prepare and manage construction schedules, change orders, budget and other relevant project documentation.
- Analyzing submissions of material, claims, delays, and change orders
- Managing sustainable projects to achieve different environmental certificates like LEED, WELL
- Leading measurement and verification study for buildings to respond the environmental concerns

Project Manager and Estimator in Tri-Con Co- Toronto, Canada

Jul. 2020 – Oct. 2021

Project Highlights

Tri-Con is one of pioneers in concrete floor finishing with more than 40 years demonstrated experience in high scale industrial, commercial, and residential project all over the Ontario.

Key Responsibilities and Accomplishments

- Contributes to the estimating effort on various bids for Concrete Floor Finishing in medium and large scale projects.
- Preparation of procurement packages, reviewing responses and assisting with updating of estimate
- Taking off quantities from bid drawings
- Reviewing specifications to identify scope
- Undertake coordinated and authorized project visits to enhance construction knowledge
- Contribute to the risk assessment and management process
- Assist proposals managers with collation and presentation of documents and reports for review and close-out process
- Administration of document management for bids

Project Coordinator in Renomate Construction Co- Toronto, Canada

Aug. 2018 – Sep.2019

Project Highlights

Worked on multiple construction projects specifically in the fields of residential construction (renovation and development).

Key Responsibilities and Accomplishments

- Assisted in getting quotation and cost comparisons, preparing proposals, contracts and letter of intents
- Interacted with superintendent and project managers to follow up the construction schedule and due dates
- Attended the weekly meetings of stakeholders and prepared minutes
- Liaison between the clients, corporate staff and construction team
- Followed the projects' plans and updated the schedules
- Monitored the project progress schedule to deliver the project on time ensured client's needs are met in a timely and cost-effective manner
- Interpret blueprints and specifications for contractors to ensure compliance with construction plans and specifications and obtain additional information from the project consultants when necessary.

Project Coordinator in Atbin Construction- Montreal, Canada

Jan. 2017 – Jul. 2018

Atbin Construction is focused on providing high-quality engineering services and ensuring client satisfaction specifically in residential houses, town houses, and retail construction projects.

Project Highlights

Project coordinator for one design-built construction project.

Key Responsibilities and Accomplishments

- Monitored the delivery of project during daily site inspections to executed the project on time and on budget
- Reviewed shop drawings, design changes, purchase and change orders, prepared monthly and progress reports
- Analyzed submissions of material, claims, delays, issued change orders
- Checked sub-contractors to ensure adherence to city by-laws and policies, liaised with municipal inspectors
- Maintained comprehensive and organized contract administration for project files and reports for closeout
- To make sure every stakeholders are coordinated and aligned with the projects' goals and requirements for the retail projects
- Controlled and approved trades and vendors contracts and agreements, responded to requests

Project Manager and Chairman of the Board of Directors in Azhand Energy & Architecture Corporation-

Rasht, Iran

Feb. 2013 – May 2016

Azhand Energy & Architecture Corporation specialized in providing services and carrying out projects in the fields of residential, commercial, and industrial. Worked on several alteration and renovation projects, also development. Focused on design-built construction projects in north of Iran.

Project Highlights

Project manager for design- built projects from scratch to hand over. (Totally more than 4 Million CAD)

Key Responsibilities and Accomplishments

- Leading and directing the operations of the company, with respect to profit and loss accountability;
- Created a comprehensive construction schedule and provided monthly reports to inform stakeholders
- Performed daily site visit assured all activities compliance with approved contract, schedules and guidelines
- Reviewed specifications and design documents, provided project close-out documentation for permits and etc.
- Controlled drawings, reports, calculation notes, site instructions, change orders and change managements
- Performed pre-construction architectural inspection and made reports for every monitoring job site for clients
- Maintained proper project administration to safeguard the department from contractor or supplier claims

Supervisor and project manager of Architectural department in Architak Co- Rasht, Iran

Sep. 2008 – Jan. 2013

Architak Co. gained the Building Engineering Order Organization certificate and was a pioneer in the modern building construction industry in north of Iran.

Project Highlights

Worked on multiple large and medium-scale building construction projects in the field of development, interior design and renovation.

Key Responsibilities and Accomplishments

- Prepared architectural documents and plans also made revisions in several phases
- Finalized proposals and contracts
- Developed project charter and work break down structure (WBS)
- Defined project scope, time scheduling and milestones
- Estimated labor, material and equipment requirements and allocated them to the activities
- Followed the projects' plans and prepared project reports and other project documents
- Identified project risks and proposed solutions and response plans
- Prepared ongoing projects' budget and coordinated cost management
- Supervised project activities and adjusted the plans accordingly

Member of scientific board (Faculty member) of university- Architecture department in IA University-

Roudsar, Iran

Feb. 2009 – May. 2016

Islamic Azad University is one of most important and authentic Iranian universities with several branches all over the country.

Project Highlights

Worked over 8 years as Faculty member, Manager of architecture department and Chairman of research affairs department.

Key Responsibilities and Accomplishments

- Teaching specialized courses of architecture in undergraduate level
- Performed several research projects in the field of building and construction industry and building science
- Conducting students in completing internship course of undergraduate level in the field of architecture
- Conducting researches in the field of architecture, depending on the field's curriculum
- Collaborating in curriculum planning of the department of architecture with other faculty committees

Project Coordinator in Architak Co- Rasht, Iran

Aug. 2006 – Sep. 2008

Project Highlights

Worked on several building and urban design projects such as one seaside resort and many residential villas

Key Responsibilities and Accomplishments

- Evaluated offers to purchase by costing changes and site requirements and oversaw project procurement
- Assisted the project manager in the planning, tenders, documentation, budget, cash flow and expenditures
- Coordinated logistics meeting as required and recorded meeting minutes, collected and compiled documents
- Prepared special reports and kept project managers and other key stakeholders informed about project status

EDUCATION

Master's Degree in Building Engineering (Construction management)

Concordia University, Montreal, Canada

2017

Master's Degree in Architecture

Islamic Azad University, Qazvin, Iran

2006

"Canadian Equivalency, Preliminary Credential Assessment by World Education Services"

PROFESSIONAL DEVELOPMENT (Selected Courses)

"Ontario Building Code, Part 9- The House Building Envelope"- George Brown College Continuing Education	2019
"Project Management —Body of Knowledge- (PMBOK)"- Tehran, Iran	2015
"Modern Technologies and Construction Material in Constructional Industry"- BEO Organization, Iran	2015
"Sustainable Architecture and Energy Saving Methods in Buildings"- BEO Organization, Iran	2015
"Fundamentals and Principles of Management"- IA university, Iran	2010
"Communication Skills for Managers"- IA university, Iran	2009
"Operational Management"- IA university, Iran	2009