

Mehran Parvizi, M.sc, E.I.T.

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Highly skilled Contract and Project Manager for high-rise construction projects, directly reporting to the company president and expecting to get **PMP Certification** in 3 months. Excel in navigating contract intricacies, streamlining project timelines, and managing budgets with precision. Demonstrated leadership in guiding projects to successful completion within set deadlines and budgetary constraints, leveraging strategic oversight, detailed planning, and robust communication skills. Proficient in risk management, stakeholder engagement, quality control, and resource allocation, ensuring projects are delivered efficiently while exceeding expectations. Equipped with a strong problem-solving ability and adept at fostering teamwork and collaboration across multidisciplinary teams.

SKILLS

- Project Management
 - Project Coordination
 - Technical Negotiations
 - Budget and Cashflow
 - Schedule Monitoring
 - Effective Negotiation
 - Risk Identification
 - Professional Communication
- Software:**
- MS Office (Including MS Project)
 - PROCORE
 - Revit
 - AutoCAD

EXPERIENCE

DMF Construction Management Inc.

Toronto, Ontario | 09/2021 – Up to Now

Project/Contract Manager

- Budgeting and calculating the construction hard cost.
- Master schedule preparation for the project's construction management contract with the Owner.
- Detailed schedule preparation for the tendering and construction process.
- IFT Drawings and specification review and preparing RFIs at the pre-bid stage to increase the drawing's accuracy, besides holding meetings with the Owner to minimize the identified risks professionally.
- Tender document preparation (Scope of work and RFP).
- Preparing accurate comparison files for the received bids, achieved by effective communication with bidders.
- Tender review meetings and technical discussions about received quotes and active negotiations for the contract price, besides proposing to the Owner, the negotiated cost-saving options with the bidders.
- LOI and CCDC preparation and managing the change orders through active negotiations with contractors.
- Identifying the risks to the project budget, cash flow, schedule, and progress, and scheduling accordingly.
- Shop drawings review and distribution for the consultant's review.
- Submittal management and ensuring the complete review and approval process is done by all parties.
- Meeting with Consultants and Trades to resolve the construction issues and align objectives.
- Jobsite procurement, services, rental management, and purchase order issuance and coordination.
- Owner's monthly report preparation, complete with comments to maintain a positive cash flow.
- Technical training and mentoring newly joined colleagues professionally and delegating primary tasks.
- Utilized Procore to efficiently create LOI, CCDC, and access project information, streamlining the process of addressing and resolving project issues.
- Close-out documents gathering and completing the project.

Kayson Inc.

Tehran, Iran | 09/2019 – 08/2021

Assistant Project Manager

- Conducted comprehensive analysis of project documentation, including scope of work, specifications, and tender documents, identifying, and addressing discrepancies for enhanced project accountability.
- Proposing different curtain wall/window wall systems/designs (from Scheuco, Reynaers, and Lorenzo companies) based on the project budget, increasing the chance of winning the tender.
- Developed detailed project schedules, highlighting critical milestones such as shop drawing submittal, material take-off, and first delivery/installation date, optimizing project timeline management.

- Organized and facilitated meetings with key stakeholders, including Drafters and Site Superintendent, covering essential phases such as Scope of Work, Material Take-Off, Kick-Off, and special meetings for new designs or products.
- Implemented a proactive approach in reviewing shop drawings before submission to engineers, ensuring accuracy and compliance with project requirements.
- Identified and addressed potential future issues by systematically checking project conditions and providing effective solutions to mitigate risks.
- Regularly prepared and communicated weekly and monthly project status updates, fostering transparency and effective communication within the project team.
- Change Order Requests review and ensure proper documentation of project changes.
- Coordination between the shop, Site, and PM on a day-to-day basis.

Saytal Sakht Inc.

Tehran, Iran | 08/2013 – 08/2016

Project Coordinator

- Quantity take-off, and quotation preparation based on the drawings, specifications, and scope of work.
- Interpreting blueprints and utilizing Bluebeam for precise markup of drawings.
- Reviewed the scope of work, ensuring a clear understanding of all-inclusive terms outlined in the contract.
- Prepared comprehensive project start-up documents and distributed startup checklists as needed.
- Managed the order and printing of Tender sets and drawings, ensuring accessibility for project teams.
- Participated in kick-off meetings with the Associate Director, Project Manager, and Estimating team.
- Established weekly meetings with the Drafter and Project Manager as part of the preconstruction process, maintaining detailed meeting minutes on the internal communication software.
- Gathering all necessary drawings to initiate the shop drawing process and ordering samples according to bid proposals.
- RFIs and SIs following up and providing timely advice to the PM.
- Construction schedule, SI, RFI, and Drawings log maintenance.
- Reviewing project milestones and proactively informing the PM of any obstacles.
- Regular communication with the shop and production team and updating the PM with the latest status.
- Scheduling the meetings within the organization and with the client and their project team.
- Follow-up on the outstanding Change Orders.

EDUCATION

- **Master of Applied Science, Civil/Structural Engineering** **09/2016 – 09/2019**
University of Ottawa | Ottawa, ON, Ottawa
- **Bachelor of Engineering, Civil Engineering** **09/2009 – 09/2013**
University of Science and Culture | Tehran, Iran