



Jafar-Kazemi PMP®

WORK INTERESTS

Ability to work

1. ICAPS & and Punch List Data Base coordinator & Document controller & Hand over Expert
2. Electrical Technical Office Expert
3. Electrical Construction Coordinator Expert
4. In the field of advising project

TIPS

- Date of Birth: 22-March-1980
- Place of born: IRAN- khoy
- Nationality: Iranian
- Marital Status: Single
- Military Service: Passed
- Sex: Male
- Height: 175 cm
- Language:
- Azerbaijani & Turkish and Persian (Native)
- English (Fluent)
- Experience: 17 Years

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Objective

1- I have a strong technical experience and education that makes me a very competitive candidate for **ICAPS**

(**I: integrated / C: commissioning / A: and / P: progress / S: system**)

(Engineering & administrator & **Punch coordinator**) in

Pre-commissioning & Commissioning and

Final **hand over document according**

PAC (Provisional Acceptance Certificate) &

RFHO (Hand-Over Certificate) &

FAC (Final Acceptance Certificate)

phases in oil and gas, petrochemical and energy projects.

2- I have a strong technical experience in collecting and extracting electrical technical office work and Construction managing to all related me a very competitive candidate for **Electrical Technical office & Construction** in oil and gas, petrochemical and energy projects.

3- I can help EPCC projects in the **field of advising project managers** and extracting its problems and analyzing problems and providing solutions according to project management standards of American PMI institute.

PROFESSIONAL IN

- Excellent in updated Project knowledge
- Familiarity with team work and its goals
- Building a data base of project goals
- Setting short, medium and long-term goals of the work team
- Planning and achieving goals on time by creating effective communications between team members
- Identify problems and try to solve them
- Pay special attention to, daily, weekly, monthly comparative reporting on time to project managers and special expertise in formulating in excel and saving reporting time
- Pay attention to all project procedures and their implementation in their field of work
- Pay attention to safety during work
- Ability to effectively communicate between technical office, QC and construction team and Recommissioning and Commissioning team for timely delivery of project to End user.
- Ability to manage all related project document controller
- Ability to categorize project punches in different discipline and manage to clear them
- Excellent ability to follow up the electrical technical office activity
- Excellent ability to follow up the electrical Construction activity
- Ability to communicate with project vendors to perform related task between electrical and pre commissioning and commissioning and clear existing punches
- Ability to manage the ICAPS team, including software, task, data base creation, and progress management, closing Pre commissioning and Commissioning dossier and obtaining RFC, PSSER, RFSU, PAC, FAC certificate from client and End user.
- The ability to follow up all work related to the technical office & quality control of electrical team with the material Procurement department
- The ability to follow up all work related to the technical office & quality control of electrical team with the Engineering department
- The ability to follow up contractual clauses of the project (in electrical and ICAPS team) and create data base and carry out relevant correspondence
- The ability to check FSQs of project and match with the ICAPS database and generate subsystem modification list for final hand over document (End user)
- The ability to generate subsystem as built list
- The ability to review the status of project contractors in ICAPS Department
- Familiarity with ICAPS Special Procedure:
GS_EP_EXP_101_04-Precommissioning and commissioning specification
GS_EP_EXP_103_04-Precommissioning and commissioning technical preparation
GS_EP_EXP_105_03-Precommissioning execution
GS_EP_EXP_107_03-Commissioning execution
And other ICAPS Total Procedure

REFERENCES:

- Abel Maouche Commissioning Manager in Phase 13
abelmaouche@gmail.com
- Roland Larreta Commissioning Manager in Phase 16 Offshore
rmlareta@gmail.com
- Jalil zaem O&M Manager in Phase 13
Jalil_zaem@yahoo.com
- Nessim Djemiel Commissioning coordinator in Phase 13
nessimdjemaiel@gmail.com

HONOURS & AWARDS

- POGC Project Manager Appreciation Letter for Pre missioning and Commissioning and star up in Tombak (South Pars)
- POGC Project Manager Appreciation Letter PSSER Appreciation Letter in Phases 13 (South Pars)
- TESCO Co Managing Director Appreciation Letter for phases 13 A&B (PAC Certificate) South Pars
- TESCO Co Managing Director Appreciation Letter for phases 13 A&B (South Pars) TESCO Co Managing Director
- Director Appreciation Letter for phases 15&16(South Pars)

TRAINING COURSES

- Electrical technical certificate N-P-C (National Iran Petrochemical Certificate) ~600 hours
- Electrical technical certificate (Iran work shipman super structure) ~1090 hours
- PLC 5 didactic college of Poya sanat (Najaf Abad) ~70 hours
- Basic instrument methodology certificate. (Ofhogh novin homa Co) ~24 hours
- Fundamentals of planning project control. (IPMA Co) ~30 hours

Knowledge management certificate the end of educational course. (Sapanir Co) ~6

- hours
- ISO 90001:2008 certificate the end of educational course. (Tesco Co) ~5 hours
- ISO TS 29001:2010 certificate the end of educational course. (Tesco Co) ~16 hours
- ICAPS Teaching Certificate. (Tesco Co) ~15 hours
- PMP (Project Management Professional) USA PMI
- RMP (Risk Management Professional) USA PMI

WORK EXPERIENCES

TECHNO ENERGY SEPEHR CO. (TESCO)

Jun-2021~ Now

Position:

(ICAPS and Punch List Data Base coordinator and Completion Management)

Name of the project: Siraf pars (Tombak) Export Port.

Location of the project: Middle East (South Pars Gas Field)

Owner or client of the project: POGC (Pars Oil & Gas Company)

October-2017~ Dec-2020-(3 Year/3 Month)

Position:

(ICAPS and Punch List Data Base coordinator and Completion Management)

Name of the project: Field Development Phases 13

Location of the project: Middle East (South Pars Gas Field)

Owner or client of the project: POGC (Pars Oil & Gas Company)

April-2012~ September -2017-(5 Year/6 Month)

Position:

(ICAPS and Punch List Data Base coordinator and Completion Management)

Name of the project: Field Development Phases 15&16

Location of the project: Middle East (South Pars Gas Field)

Owner or client of the project: POGC (Pars Oil & Gas Company)

Any other information in brief:

ICAPS Manager

- Responsible for all matters related to the management of ICAPS software and pre commissioning and commissioning and punch list for records and registration of all project related documents, data sheets, drawings, manuals and validation of contractor submitted documentation according to standards and handover documentation to end user.
- Managing, tracking & supervising of all activities of pre com & commissioning contractor, providing regular training for the ICAPS software.
- Collection of technical information from different leaders for feeding the ICAPS and Ensure the integrity of the engineering, preparation of database and inserting information to the software.
- (Preparing and importing input files for telecom, electrical, mechanical, piping and instrumentation disciplines by extract it from P&ID, engineering list, and drawings.)
- Updating database based on new revisions issued by Engineering (Monitor imported data from Basic Function, Test packs, line numbers, Tasks, OTP, and PVP by Subsystem).
- Issue all check sheets, test sheets and functional test sheets to all users as and when Required.
- Managed and maintained the integrity of ICAPS® database from data Export and Import.
- Maintaining a proper back up of database on daily basis for the smooth and proper flow of work.
- Trained users and management for technical knowledge on ICAPS® and OPERCOM®.
- Occasionally providing ICAPS Staff and Sub-Contractor about interpretation of technical information
- Coordinating with the commissioning head site engineers for carrying out the pre com and commissioning tasks as PER OPERCOM, filling the task form and documentation.
- Prepared pre commissioning & commissioning progress reports (daily, weekly and monthly) and forwarded to commissioning Manager and responsible for all ICAPS meeting in project.

Punch List Data Base coordinator

- Managing, all matters related to the management of pre com & commissioning A-B-C PUNCH Categories Issue and Clearance punch list and import and data Export in ICAPS software.
- Managing, tracking & supervising of all activities of pre com & commissioning contractor, about A-B-C Categories.
- Compilation of punch lists in conjunction with the construction contractor and company.
- Prepared punch progress reports status based on system, sub-system, discipline, (daily, weekly and monthly) and forwarded to commissioning Manager and responsible for all PUNCH meeting in project.

PATENTES & PUBLICATIONS

- Operrcom & ICAPS Booklet for TESCO
- HVAC System punch list Booklet for Tesco
- Building Civil Punch List Booklet for Tesco
- Punch coordinator Training Booklet for Tesco

EDUCATION

- Project Management Professional USA PMI
- English language (Bachelor's) In AZAD University.
- Electrical Diploma

KEY SKILLS

- Team work
- Attention to detail
- Scheduling
- Organization
- Creativity
- Problem solving
- Time management
- Communication
- Decision making
- Initiative
- Risk Management
- Delivery

PERSONAL SKILLS

- Verbal communication
- Written communication
- Motivation
- Leader ship
- Sense of responsibility
- Refer to sources
- Punctuality
- Contribution
- Confidence
- Positivity
- Self awareness
- Negotiation

Completion Management

- Focused on the document preparation, managing, organizing, validating, handling and control of dossiers at the Opercom Document Control Center in preparation for project document hand-over.
- Controlled all document related items for RFC, RFSU, Punch lists and managed a database for accurate and easy update and reporting for commissioning manager and higher management.
- Responsible for tracking, reviewing and validating P&ID revision from the Engineering registers into ICAPS® dossiers subsystem boundaries and Issue all RFC, RFSU and PAC certificates
- Managing Document Control Center in preparation for project Final Documentations and handover.
- Prepared daily and weekly progress report including monitoring of RFC and RFC dossier status as per contractor updates.
- Auditing the content and completion of handover packages and assist with review process to ensure their completeness during the various stages of transition.
- Assist "ICAPS® Team" for smooth compilation of Pre commissioning & Commissioning Dossiers for RFC & RFSU Certification, population, and Punch List consolidation.
- Liaised with related department, field engineering, for pre-com & commissioning task progress management.
- Organized and follow-up all Pre commissioning and Commissioning activities according to the Opercom Methodology of Integrated Commissioning and Progress System - ICAPS.
- Managed documents from (58sysyem) 1005 RFC and RFSU to Handover to SPGC (End user) In Phases 15&16 Project.
- Managed documents from (38sysyem) 564 RFC and RFSU to Handover to SPGC (End user) In Phases 13 Project.

IRANIAN INTERNATIONAL GENERAL CONTRACTOR CO. (IGC)

February-2010~ March 2012-(2 Year/2 Month)

Position I:

ICAPS and Punch Coordinator and Hand over Responsible in Commissioning Team.
February -2011 ~ March 2012-(1Year/2 Month)

Name of the project: NGL Island Onshore Project

Location of the project: Middle East (Siri Island Oil & Gas Field)

Owner or client of the project: IOOC (Iranian Off Shore Oil Company)

Any other information in brief:

Responsible and contact point for ICAPS and punch coordinator and hand over with OICO (Commissioning Co).

- Monitoring pre com and com task progress and follow-up remain task.
- Responsible for clearance punch list according category & sub system in different disciplines.
- Responsible Access for ICAPS software.
- Responsible for Review and checking sub-contractor ICAPS hand over activity.
- Responsible for Pre com and commissioning and punch activities reporting progressing (daily, weekly and monthly)

Position II: Occupation description:

Electrical & Instrument Technical Office Expert In Construction Team.
August-2010~January-2011 (6 Month)

- Responsible for FSQ-FSK-DCN and contact point with EIED. (engineering Co)
- Responsible for takeoff material (MRV) and contact point with OIEC (Construction Co)
- Responsible for AS Built in final documentation.
- Supervision for electrical and instrument equipment installation and cable pulling and balance material and construction plan and permit to work in Site.
- Responsible for Construction activities reporting (daily, weekly and monthly)

Position III: Occupation description:

Electrical & Telecom in Construction Team.
February-2010~July-2010 (6 Month)

- Supervision for Panel and Cable route installation (support, tray, ladder, conduit, in substation and ITR and site area).
- Supervision for Electrical earth system such as (site earth - Clean earth- lightning) and Site lighting system and substation and ITR and area cable pulling.
- Supervision for Installation electrical and instrument and telecom equipment.
- Responsible for construction activities reporting (daily, weekly and monthly).

COMPUTER SKILLS

- Microsoft Power point ●●●●●●●●●●
- Microsoft Word ●●●●●●●●●●
- Microsoft Excel ●●●●●●●●●●
- Microsoft Publisher ●●●●●●●●●●
- Microsoft Access ●●●●●●●●●●
- Internet ●●●●●●●●●●
- Outlook ●●●●●●●●●●



ICAPS SOFTWARE SKILLS

Excellent in Opercom Definition

- Types
- Opercom datasheets
- Associations

Excellent in Opercom Definition

- Project setup
- Planning setup
- Punch list setup

Excellent in Engineering

- Item
- Test package
- BF, S

Excellent in generate

- TASK
- OTP
- PVP

Excellent in Punch list

- All Related to Punch

And

HOBBIES

- Reading books
- Walking
- Music
- Riding bike
- Volleyball
- Chess
- Plants
- Writing
- Photography
- Nature tour

FIRM CO.

June-2009 ~ December-2010-(1 Year/7 Month)

Position:

Electrical Technical Man in Maintenance.

Name of the project: Middle East (Arya Sasol Polymer Company)

Location of the project: South Pars

Owner or client of the project: PIIC (Petrochemical Industrial Investment Company) Firm Co for Maintenance

- Any other information in brief:
- Supervision for Street lighting and area lighting and Battery room and Earth system and Cable connection and Electrical equipment maintenance problems in site.
- Responsible for maintenance activities reporting (daily, weekly and monthly).

FAN-AVARAN CO.

December-2008 ~ MAY 2009-(6 Month)

Position:

Electrical Technical Man in For -N-P-C

(National Iran Petrochemical Certificate)

Name of the project: Iran Petrochemical Education

Location of the project: Urmia -West Azerbaijan

Owner or client of the project: Fan Avaran Co.

Any other information in brief:

- Training of engineering drawing and technical office and construction activity and take off material and balance material in oil and gas project.
- Training of construction electrical equipment, cable pulling...activity in oil and gas project.
- Training of supervision for electrical construction plan and construction permit to work.
- Training of electrical reporting (daily, weekly and monthly) oil and gas project.

IMEN TALASH CO.

February-2008 ~ November-2008-(8 Month)

Position:

Electrical Technical Man in Maintenance.

Name of the project: Khoy Textile Factory

Location of the project: Khoy -West Azerbaijan

Owner or client of the project: Iran Textile

(Imen Talash for Maintenance)

Any other information in brief:

- Supervision for Street lighting and area lighting and Battery room and Earth system and Cable connection and Electrical equipment maintenance problems in site.
- Responsible for maintenance activities reporting (daily, weekly and monthly).

IMEN TALASH CO.

September-2005~August-2006- (1 Year)

Position: Electrical Technical Man in Construction.

Name of the project: Khoy Textile Factory

Location of the project: Khoy -West Azerbaijan

Owner or client of the project: Iran Textile

(Imen Talash for Construction)

Any other information in brief:

- Responsible for FSQ-FSK-DCN and contact engineering team.
- Responsible for takeoff material and MRV.
- Responsible for AS Built in final documentation.
- Supervision for electrical and instrument equipment installation and cable pulling and balance material and construction plan and permit to work in Site.
- Responsible for Construction activities reporting (daily, weekly and monthly)