

Contact

0044 77 21 913014 (Mobile)
rkazemi55@gmail.com

www.linkedin.com/in/reyhaneh-kazemi-pmp-47955a38 (LinkedIn)

Top Skills

EPC

Project Planning

Project Control

Languages

English (Professional Working)

Arabic (Elementary)

Turkish (Limited Working)

Certifications

Project Management Professional ,
PMP

Internal Quality Audit , Based on
ISO 9001:2008, ISO 14001, OHSAS
18001

International Negotiations and
Contract management

Honors-Awards

Distinction , MSc Oil and Gas
Enterprise Management, University
Of Aberdeen

Publications

Favorable Fiscal Regime from E&P's
point of view

Successful Project CLOsure

BUY BACK CONTRACT Vs.
PRODUCTION SHARING
CONTRACT; AN ECONOMIC
ANALYSIS AND RISK
ASSESSMENT

Reyhaneh Kazemi , PMP

Project Management Consultant , Founder of WIPMI
Iran

Summary

- Deep knowledge of Oil & Gas industry, with strong background in cross functional and multi disciplinary roles

- Specialties:Upstream Oil and gas, Fiscal Regimes, E&P Major Capital Projects, project management , risk management, claim management , contract management ,project closing and business development

- Interested in : Exploration Strategy & Portfolio Management

Experience

Women In Project Management Iran

Founder

September 2018 - Present (2 years)

OIEC Group

8 years

Project Management Advisor - South Pars Gas Filed Development phases 20 & 21

September 2014 - Present (6 years)

Tehran, Iran

In charge of project claim and closing phase activities.

Supervising price adjustment package preparation for the project.

A team member of project claim settlements in ministry of oil DRC.

Responsible for project closure phase including 14 streamlines of different topics.

Planning Manager - South Pars Gas Filed Development phases 20 & 21

September 2012 - September 2014 (2 years 1 month)

Tehran, Iran

In charge of project planning and control for South Pars Gas Field Development phases 20,21

Time and Cost Planning and control of the two main project parts including :
Drilling, and Onshore gas refinery

University of Aberdeen

MSc. Nominee , Oil & Gas Enterprise Management
September 2011 - September 2012 (1 year 1 month)

OIEC

Projects and Organizational Development Manager
September 2010 - September 2011 (1 year 1 month)

Tehran , Iran

Preparation of Phases 20& 21 South Pars gas field development-a 5 billion
USD project- Project Management Plan (PMP)

Participate in Developing a Project Management Methodology for OIEC Group
Issuance of Organizational Process map based on a project oriented company
for business process re engineering(BPR)

Hirbodan Company

8 years 1 month

Planning Manager

March 2007 - March 2009 (2 years 1 month)

Tehran, Iran

Manage overall time and cost schedule of all Projects

Develop a COMMITMENT CALENDAR for the portfolio

Establish initial phases of HIPEM (Hirbodan Project Execution Model)
according to NPC project management standard

Develop project management road map of the company

Coordinate activities between executive departments and supportive
departments

Set up the project schedule, project procedures, project cash flow and cost
management plan for Utility of SHIRAZ Petrochemical Project

Support tenders, projects and commitments execution as a help desk

Human Resources Manager

March 2004 - March 2007 (3 years 1 month)

Tehran, Iran

Develop recruitment, training and appraisal systems in accordance with
PMBOK & SHRM standards and compatible with a project based company

Conduct 7000 man/hr training courses in various organizational level

Negotiate and finalize remuneration packages for national and international
staff

Business development expert

March 2001 - March 2004 (3 years 1 month)

Tehran, Iran

Team Member of several tenders and development project including:
preliminary evaluations of potential tenders, Enhancement of all necessary coordination, Preparation of technical and commercial proposals, Attending tender committees with client and internally, Managing contractual negotiations of awarded tenders

Education

University of Aberdeen

Master, Oil and gas enterprise management · (2011 - 2012)

Allameh Tabatabai University

Master of Arts (MA), Technology Management · (2003 - 2005)

Iran University of Science and Technology

Bachelor, Industrial engineering · (1994 - 1998)