

# Kaveh Javadi-Doodran

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## Summary of Qualifications

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- Applied analytical thinking to track compliance, and estimate civil works within budget, throughout project execution.
- Results-driven coordinator and assistant for the project team, focusing on resolving potential issues, managing work conflicts, and handling administrative tasks on the construction site.
- Experienced in civil construction, specializing in quality control, budgeting, and managing construction change notices (CCN) and change orders (CO).
- Detail-oriented in reviewing drawings and specifications for estimation, and actively participating in pre-construction, kick-off, and execution phases.
- Adept at supporting project managers, superintendents, and team coordinators, enhancing project efficiency through strong coordination and communication skills.
- Experienced in construction project software, including AutoCAD, Microsoft Office Suite, and Microsoft Project.

## Work Experience

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### **Assistant Project Manager**

RAPIDCRETE Construction Ltd / A PLUS Testing and Inspection Ltd -Vancouver

June 2024 to Present

- Assist in managing tasks for residential high-rise and major infrastructure projects, including concrete GPR scanning, concrete cutting, coring, and repairing services.
- Coordinated project teams to secure approvals for field memos, mock-up reports, and work procedures.
- Prepared and issued Hazard Identification and Risk Assessment (HIRA) documents for projects and Led morning huddles to promote effective safety management.
- Assisted the Project Manager with estimation, invoice preparation, and data analysis for project breakdowns.

### **Project Coordinator**

Teje Co (Consulting Engineering Company) -Tehran

March 2023 to February 2024

- Coordinated water transfer project involving construction of reservoirs, 55km long 2.2m wide steel pipe as well as three 30k cubic meter concrete tanks.
- Acted as a liaison and coordinator in the project team between stakeholders and construction contractor firms. Offered design CO to implement technical alterations, resulting in a 26% reduction in concrete costs.
- Assisted the project manager in gathering and analyzing information and data, utilizing supplementary specs, the DEU (Development and Environmental Utilities), and local provincial infrastructure compliance regulations.

### **Construction Project Coordinator**

Telecabineiran Co (Ropeway Company) -Tehran

May 2016 to February 2023

- Coordinated gondola project 1.2km long with several station buildings and municipal facilities, designed and built by a joint venture comprised of Leitner Co, City of Kerman, Melal Bank, and Telecabineiran Co.
- Implemented innovative PMO methodology (based on PMBOK 7th Edition) for managing PICO (Pre-Installation Check Out) and tracking operations with understanding fundamentals of contract and project scope.

- Strategically established project milestones to meet the owner's obligations and requirements through rescheduling.
- Conducted and managed meetings with stakeholders to manage risk and address discrepancies in plans, approved blueprints, schematics, and field drawings through powerful sound judgment skills.
- Controlled cost and performance goals, by employing EVM system and tracking operating and capital budgets.
- Managed ITP (Inspection and Test Plan), and NDT tests, to ensure inspections were throughout all phases.

## **Lead Inspectors**

**Pars Bonyan Co (Construction Consulting Company)-Kerman**

March 2011 to April 2016

- Managed multiple projects simultaneously and a multi-disciplinary design team overseeing 5 High-rise residential /commercial buildings for GOLGOHAR iron ore mine Co and led the construction supervision team.
- Provided solid understanding of construction trades and techniques, so directed, coached, and trained the inspectors and supervisors, to use sources such as building codes, ISOs, CSTS, OH & S, and WHMIS.
- Successfully implemented EDMS to store, share, track, and manage project documents to ease participation in project meetings with stakeholders and the project team, and to monitor on budgeting and project progression.
- Coordinated MEP and led the pull plan activities in regard to the Fire Fighting, Mechanical, and Electrical works to prevent possible clashes and conflicts, and interferences between activities.

## **Construction Site Superintendent**

**Arsam Co (Construction Company)-Lavan Island**

March 2009 to February 2011

- Managed renovation and construction for development of oil reservoirs pat of LAVAN Island Oil Refinery.
- Successfully managed the construction of chemical storage tank shelters, fixed-ceiling oil tanks, and piping network required for fire alarm and fire fighting systems, ensuring completeness, appropriateness, and conformance.
- Effectively managed project execution at an operational refinery, ensuring strict adherence to environmental health and safety hazards (HIRA & JHA) resulting in incident-free project completion.
- Conducted financial analysis and resource management that led to an extra 12% profit in the project.
- Assisted project manager to review and update project schedule, cost forecast, and cash flow.

## **Assistant Superintendent**

**OIEC Co & Arsam Co (EPC Oil & Gas Company)-Siri Island**

April 2008 to March 2009

- Assisted the superintendent team with the construction of the NGL gas refinery as a member of project team.
- Coordinated RFI'S, field change requests (FCRs), shop drawing approval process and work method statements.
- Acted as a liaison and coordinator for contract documentation and administration with more than 40 subcontractors throughout all refinery phases, effectively communicating and handling matters tactfully.
- Scheduled and led the meetings to resolve operational issues with subcontractors and consultants.
- Successfully aided in utilizing the vibro-flute technique to consolidate the sand foundation beneath the tanks.

## **Education**

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### **B.Sc. in Civil Engineering**

Shahid Bahonar University of Kerman

**M.Sc. in Architecture** (at Azad University of Kerman, currently in the thesis stage. )