

# Elnaz Fotoohi

## PROJECT ADMINISTRATOR

Vancouver, Canada | 778-751-6764 | [elnaz.fotoohi@gmail.com](mailto:elnaz.fotoohi@gmail.com)

### Summary

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Experienced **Projects Administrator** with a strong background in office administration, project coordination, and document management, thriving in fast-paced work settings. Expert in Microsoft Office (Word, Excel, PowerPoint), with exceptional organizational and multitasking skills. Adept at generating detailed reports, overseeing logistics, maintaining project documentation, and liaising with clients and vendors. A flexible and collaborative professional with outstanding communication abilities, consistently driving operational efficiency and success.

### Skills

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- Project Coordination and reporting in large scale Projects
- Invoicing & Financial Documentation
- Data Entry and Record Management
- Records & Document Control
- MS Office (Word, Excel, Outlook, PowerPoint)
- Filing Systems & Office Organization
- Fast-Paced, Deadline-Oriented Execution
- Project Costing and Fiscal Reporting
- Contract and Blueprint Review
- Logistics Coordination
- Trello (familiar with cloud-based project tracking tools)
- Strong Written and Verbal Communication

### Professional Experience

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#### Project Administrator | National Iranian Oil Company 2016-2024

- Managed detailed project documentation, including BOD reports, operational files, and fiscal entries in more than 30 oil and gas EPC projects resulting in running projects efficiently and smoothly
- Coordinated office activities in a high-pressure, fast-paced environment, ensuring effective communication and task prioritization.
- Maintained digital and physical project files, ensuring compliance with internal and external guidelines.
- Drafted internal and client-facing documents and reports with accuracy and attention to detail.
- Supported project scheduling and logistics, ensuring timely communication with project stakeholders.

#### Contracts Expert | National Iranian Oil Company 2008-2016

- Drafted and followed up on MOUs and procurement contracts across departments.
- Evaluated feasibility studies and compiled comprehensive management reports.
- Maintained organized records of vendor data, invoices, and payment tracking.
- Supported safety compliance documentation and administrative audits.

### Education

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#### Amir Kabir University of Technology | MS Industrial Engineering (Tehran, Iran) 2010

Major: Industrial Engineering | Minor: System Analysis (Evaluated by WES as Canadian Master's Degree)

#### Khaje Nasir Toosi University of Technology | BS Industrial Engineering (Tehran, Iran) 2007

Major: Industrial Engineering | Minor: System Analysis (Evaluated by WES as Canadian Bachelor's Degree)

## Certifications & Training

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- Excel for Everyone(Data Management),  
**University of British Columbia**
- PMP Exam in progress
- IELTS – Overall Band Score: 7.5
- WES (Educational Credential Assessment)  
for Bachelor and Master’s Degrees

## Languages

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- Persian – Fluent
- English- Fluent (General IELTS 7.5)
- French- Intermediate (Level B1)