

Mo Nafarieh

Planning Engineer | Project Controls | PMO & Portfolio

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PROFILE

Planning, Project Controls and PMO/Portfolio professional (PMP certified) with practical, hands-on experience across UK government, energy, infrastructure, construction and finance. Skilled in project scheduling and controls — Primavera P6, MS Project, Earned Value Management, baseline and change control, risk management and forecasting — combined with strong analytical capability in Power BI, Tableau, Excel Power Query, DAX, MS Access and SQL for building integrated reporting systems and dashboards. Holds an MSc with Distinction in Project Management in Construction from the University of Salford.

CORE SKILLS & TOOLS

Planning & Project Controls: Primavera P6, MS Project, Integrated Scheduling, Baseline Management, Earned Value Management, Cost Control, Budgeting, Forecasting, Variance Analysis, S-Curves, Risk & Issue Management, COMFAR

Data & Business Intelligence: Power BI (data modelling, DAX), Tableau, Advanced Excel (PivotTables, Power Query, VBA/Macros), MS Access, SQL, Python (basic scripting), ThoughtSpot, SPSS, KPI Reporting, Dashboard Development, Data Storytelling

Portfolio & PMO: Portfolio Governance, Management Information, Portfolio Reporting, Financial & Benefits Data, Assurance Support, RAID, Change Control, Action Tracking, Data Quality, Continuous Improvement

Collaboration & Business Systems: Microsoft 365, SharePoint, Teams, Outlook, PowerPoint, Document Management, Governance Packs, Executive Presentations

EXPERIENCE

Portfolio Officer | Environment Agency, Newcastle upon Tyne, UK

Feb 2026 – Present

- Support portfolio governance by maintaining accurate project, financial, benefits and performance information across the portfolio.
- Coordinate portfolio reporting cycles, consolidate submissions from multiple teams and prepare clear management information for decision-making.
- Analyse allocations, forecasts, variances, benefits, milestones and delivery trends to identify emerging issues and areas requiring management attention.
- Improve data quality and consistency by validating submissions, resolving discrepancies and promoting standardised reporting approaches.
- Develop and maintain portfolio reports, analytical outputs and dashboards using advanced Excel and other Microsoft tools.
- Work with project managers, finance colleagues, PMO teams and senior stakeholders to clarify data requirements and improve reporting processes.
- Support governance meetings through the preparation of accurate briefing materials, action tracking and timely follow-up of decisions.
- Contribute to continuous improvement initiatives focused on portfolio data, reporting efficiency and evidence-based decision-making.

Member Insights Analyst (Volunteer) | Project Management Institute (PMI) UK Chapter, Remote

May 2024 – Present

- Analyse data to identify trends in member behaviour, supporting decision-making and member engagement using ThoughtSpot.
- Create monthly performance dashboards and in-depth reports that inform organisational strategy and forecast trends.
- Produce actionable strategies to improve member experiences, collaborating closely with cross-functional teams.
- Maintain proficiency in the latest analytics tools and techniques, fostering cutting-edge approaches to member engagement.

Project Controls Engineer | National Iranian Gas Company (NIGC), Tehran, Iran

Apr 2019 – Jan 2024

- Managed integrated project schedules in MS Project, supporting baseline control, resource allocation and delivery monitoring.
- Designed financial information systems in MS Access and Excel Power Query, improving cost tracking, data reliability and reporting accuracy.
- Built KPI dashboards in Power BI, Tableau and Excel to monitor project, finance, marketing and operational performance.
- Conducted risk analyses and project assessments, providing early warnings and corrective recommendations to management.
- Delivered executive reports, variance analyses and decision-support information for senior stakeholders.

- Collaborated with finance and cross-functional teams to validate data, streamline workflows and monitor delivery risks.

PMO Analyst, Project Planning & Controls | National Iranian Gas Company (NIGC), Tehran, Iran *Jan 2015 – Apr 2019*

- Served as a core PMO team member, supporting scheduling, baseline approvals and change management for 40+ projects in line with PMBOK standards.
- Designed and implemented a Human Resources Project Information System (HRMIS) in MS Access with 100+ linked tables, improving KPI tracking, data accuracy and reporting efficiency.
- Applied Earned Value Management techniques to measure performance, monitor variances and provide early-warning signals to senior management.
- Produced executive dashboards, S-curves, variance analyses and risk reports to strengthen governance and decision-making.
- Coordinated with cross-functional teams and contributed to the planning and delivery of nationwide HR survey projects.
- Developed standardised PMO templates, reporting processes and lessons-learned practices to improve portfolio consistency.

Project Controls Engineer | Pars Oil and Gas Company (POGC) – South Pars Phase 12, Asaluyeh, Iran *Jun 2012 – Jan 2015*

- Supported project controls for major gas-field development works covering engineering, procurement, fabrication, commissioning and offshore installation.
- Reviewed and monitored detailed Primavera P6 schedules to ensure accuracy, logic integrity and alignment with contractual milestones.
- Applied Earned Value Management to monitor cost and schedule performance and identify variances requiring corrective action.
- Acted as field representative, coordinating with contractors, consultants, engineering teams and internal stakeholders.
- Monitored fabrication and integration activities at project yards and supported alignment between site execution and master schedules.
- Delivered dashboards, progress reports and S-curves to support senior-management decision-making.

Project Planner & Controls Specialist | Day Bank, Tehran, Iran *Sep 2011 – Jun 2012*

- Supported planning and controls for nationwide branch construction and fit-out projects.
- Developed and tracked schedules and cost reports, supporting on-time and within-budget delivery.
- Prepared progress reports for the Board of Directors, improving transparency and reporting quality.
- Conducted feasibility studies and economic analyses for proposed branch roll-outs and investment decisions.
- Coordinated with contractors and suppliers to meet quality, time and cost requirements.

IT Support Technician | Sharif University of Technology, Tehran, Iran *Mar 2010 – Jul 2011*

- Provided IT support and coordinated small-scale infrastructure improvement projects.
- Acted as liaison between stakeholders and technical teams to align solutions with organisational requirements.
- Monitored and maintained IT systems, supporting availability, security and operational continuity.

Information Technology Project Coordinator | IWPCO, Iran Water & Power Resources Development Company, Tehran, Iran *Aug 2005 – Mar 2010*

- Supported project managers in planning and delivering intranet, internet and extranet implementation projects.
- Tracked consultant and contractor performance and reported on quality, compliance and delivery progress.
- Assisted in the design and maintenance of corporate web platforms, supporting functionality, accessibility and security.
- Served as an ISO 9001 Internal Auditor, identifying process-improvement opportunities and supporting quality compliance.

EDUCATION

MSc Project Management in Construction (Distinction) — University of Salford, UK, 2024–2025. RICS, CIOB and APM accredited; included NEC contract management. Dissertation: “The Evolution of Building Information Modelling (BIM): From 3D Modelling to AI-Enhanced nD.”

MSc Industrial Engineering — Sharif University of Technology, Iran, 2006–2008. Operations research, optimisation, systems analysis and project-management methodologies.

BSc Civil Engineering — Power & Water University of Technology, Iran, 2000–2006. Civil engineering, construction management and water-infrastructure studies.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Project Management Professional (PMP) – Project Management Institute | ISO 9001:2015 Internal Auditor | CSCS Card | GDPR Awareness | Health & Safety and Fire Safety Awareness | Full UK Driving Licence