Mohammad Nafarieh

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PROFESSIONAL SUMMARY

PMO Analyst | Data & BI Specialist | Project Controls & Reporting Automation | PMP Certified

Versatile PMO Analyst and Data Analytics Specialist with over 10 years of experience across infrastructure, construction, oil & gas, and commercial sectors. Combines project management expertise (PMP Certified) with advanced data analytics, BI reporting, and automation skills (Power BI, Tableau, SQL). Proficient in cost control, scheduling (Primavera P6, MS Project), and process optimisation, with a track record of delivering actionable insights through dashboard development and data-driven reporting. Experienced in leading PMO governance, stakeholder communication, and cross-functional collaboration. Holds an MSc in Project Management in Construction (UK), with a focus on project management and infrastructure project delivery.

Core Skills & Tools

Data Analytics & Business Intelligence
- Conduct data analysis, cleaning & transformation (SQL, Python, Excel, MS Access)
- Develop dashboards & KPI reports (Power BI, Tableau)
- Automate ETL pipelines & data workflows
- Perform business analysis & communicate data-driven insights

Project Management & Controls
- Manage project scheduling & cost control (Primavera P6, MS Project)
- Oversee risk management & change control
- Coordinate PMO governance, reporting & compliance (PMP Certified)
- Drive process improvement & workflow optimisation

Technical Proficiency
- Develop BI solutions & data models (Power BI, Tableau, SQL, Excel, MS Access)
- Plan & track projects using PM software (Primavera P6, MS Project)
- Automate data processes & scripting (Python, DAX, M Language, VB Macros, C++)
- Collaborate & manage documents using Office 365, SharePoint, Teams

Interpersonal & Leadership Skills
- Lead executive-level stakeholder communication & presentations
- Collaborate with cross-functional teams & drive leadership initiatives
- Apply agile & adaptive problem-solving approaches
- Deliver data storytelling for decision support

WORK EXPERIENCE

Member Insights Analyst (Volunteer) | Project Management Institute (PMI) | Jul 2024 – Present
- Collect and analyse member data to identify behavioural trends and improve engagement strategies
- Develop dashboards and performance reports to support strategic decision-making
- Monitor engagement metrics and produce tailored retention reports
- Stay current with the latest data analysis tools and methodologies

Commercial & Financial Data Analyst | National Iranian Gas Company (NIGC) | Apr 2019 – Jan 2024
- Built financial and commercial data systems to improve reporting accuracy (MS Access, Excel Power Query)
- Automated KPI dashboards and reports (Power BI, Tableau, Excel)
- Conducted risk analysis and project assessments for senior management
- Streamlined data processes to enhance data quality and reporting efficiency

PMO Analyst | National Iranian Gas Company (NIGC) | Jan 2015 – Apr 2019
- Developed HR project information system to streamline project data management
- Supported PMO controls for 40+ projects (baseline, change management, reporting)
- Monitored project performance, cost, and resource utilisation

Project Control Lead | National Iranian Oil Company (NIOC) | Jun 2012 – Jan 2015
- Led project controls using EVM and Primavera P6 at South Pars gas field
- Delivered cost and schedule reports to support senior management decisions
- Monitored project risks and ensured project delivery remained on track

EDUCATION

MSc Project Management in Construction, University of Salford, UK | Jan 2024 - Mar 2025
- Accredited by RICS, CIOB, and APM
- Focus on project delivery, risk management, and infrastructure project management

PhD Studies (Not Finalized)
Information Technology Management, Islamic Azad University, Iran | Sep 2006 - Feb 2009
- Research focus on IT service management, digital transformation, e-commerce security, and knowledge management

MSc Industrial Engineering, Sharif University of Technology, Iran | Sep 2006 - Feb 2009
- Specialised in operations research, supply chain management, quality control, and process optimisation

BSc Civil Engineering, Power & Water University of Technology, Iran | Sep 2000 - Jun 2006
- Gained technical expertise in civil engineering with a focus on water infrastructure, construction management, and environmental compliance

Certifications

Core Certifications
- Project Management Professional (PMP)
- Advanced Primavera P6
- GDPR v2.0 Awareness

Data & Analytics
- Power BI for Data Analysis
- Tableau Essential Training
- Talking to AI: Prompt Engineering

Construction & Safety
- Fire Safety Awareness in Construction
- Health & Safety Awareness in Construction

Additional Credentials & Licences
- CSCS Card
- DBS Check
- Full UK Driving Licence