Résumé & Cover Letter Samples

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Cover Letter Samples
Dear Sir/Madam,

Having acquired a broad range of skills and experience in plant operation, I write with great interest to be considered for the above career opportunity with your leading mining company as recently advertised.

A self-motivated, physically fit and energetic individual with a strong work ethic, I am available for immediate commencement, willing to work various shifts/rosters on a FIFO basis offering my 100% dedication, flexibility and commitment. I have gained a high level of proficiency operating and maintaining plant equipment including Dump Trucks (785 Caterpillar), Excavators, Front End Loaders, Bobcats and Heavy Rigid Trucks.

Throughout my career as a dedicated, hardworking and reliable team member, I have demonstrated a wealth of relevant expertise that I believe would make a positive contribution to your highly regarded company. I have assumed various positions including my current role as Plant Operator (Thomas West Winrowing) and previously as Mobile Plant Operator (Access Recycling) and Plant Operator (GWS Barrick Gold). During my employment with GWS Barrick Gold at the Lake Cowal mine site, I worked 12 hour day/night shifts whilst involved in the operation of Caterpillar Mine Dump Trucks in an efficient, safe and competent manner to achieve maximum output. I was also responsible for performing pre-start checks on plant equipment checking tyres, brakes and fluid levels, communicating using 2 way radios.

Maintaining a high level of competency in many areas, I look forward to contributing to the achievement of safety and project objectives, providing a range of assistance to team members with a proven track record of results whilst adhering to OH&S standards and undertaking safe work practices. Whilst employed in the mining industry, I completed paperwork to record and report faults, incidents and accidents, supervised compliance to OH&S practices, attended and contributed to toolbox meetings.

Committed to professional development, I have completed numerous training and certificates including a Current Heavy Rigid Licence, White Card, Excavator Licence, Front End Loader Licence, Bobcat Licence, One Track Induction, Occupational Health & Safety for Supervisors, Equity and Diversity Awareness Course.

Maintaining a high level of competency in many areas, I look forward to contributing to the achievement of safety and project objectives, providing a range of assistance to team members with a proven track record of results whilst adhering to OH&S standards and undertaking safe work practices.

Please find attached my résumé that outlines my relevant experience and suitability for this exciting opportunity. I am willing and able to complete a current Medical Certificate and undertake Drug and Alcohol screening as required. Thank you for your time and consideration in reviewing my application. Should you have any further questions, please don’t hesitate to contact me on 0417 891 000 or via email at mbranson44@hotmail.com.

Yours sincerely,

Michelle Branson
Attn: Human Resources  
BHP Billiton  

Re: Supervisor Major Maintenance  
Job No: 761272  

Dear Sir,

A results-driven and accomplished Supervisor with experience in firefighting systems and project/risk management, I write with great interest to be considered for the above career opportunity based in Roxby Downs with your leading mining company as advertised on www.bhpbilliton.com.

I am available for immediate commencement, willing to travel and work on a 5/2 or 10/4 roster, offering my 100% dedication, flexibility and commitment for this 6 month fixed term residential position. Throughout my diverse career to date spanning 30+ years, I have met and exceeded employer expectations and project requirements on various mining and construction projects whilst undertaking leadership roles such as Construction Supervisor, Site Safety Officer, Foreman/Site Manager, General Foreman and Site Manager throughout Australia and New Zealand.

Confident I would make a valuable contribution as Supervisor Major Maintenance, I welcome the opportunity to work in a complex environment whilst involved in the management, leadership and coordination of activities within the Fixed Plant and Mobile Infrastructure departments across the mine. I am highly proficient in all aspects of scheduling, prioritisation, planning, communication, safety leadership, cost control and communication of strategic direction and achievement of KPI targets.

I have completed numerous qualifications, training and certificates including the following:

- Site Safe Supervisor Gold Card
- Working Safely at Heights
- Certificate of Construction Management
- Supervisory Business Management
- Carpentry & Joinery Trade Certificate
- HR Class Licence (Heavy Rigid)
- Forklift Operations Certificate (Class F, W)
- White Card (Work Safely in the Construction Industry)
- Conduct Wheel Loader Operator/Skidder
- Enter and Work in Confined Spaces/Gas Tester
- Exercise Science/Basic Life Support, Health & Safety
- Training & Coaching Course in Project Management

Please find attached my résumé that outlines my relevant skills and experience for this exciting opportunity. Thank you for your time and consideration. Should you have any further questions, please don’t hesitate to contact me on phone or email.

Yours sincerely,

Michael Branson
Attn: Human Resources
Forge Group

Re: Site Administrator

Ref: 200011191

Dear Sir/Madam,

A safety focused and experienced administration professional with a proven track record of achievement in the Australian mining industry, I wish to be considered for the above position with your progressive company as advertised on www.miningoilandgasjobs.com.

Keen to join your team on the Yandi Project, I understand that the Forge Group Construction provides a complete suite of multidiscipline construction solutions including civil & concrete, structural, mechanical piping & tanks, electrical & instrumentation and building. Confident I would make a valuable contribution, I have the ability to provide professional and efficient administrative support to the Project Manager and the Projects team with a high level of exposure to HSE Admin and Document Control Administration.

Throughout my career since 1993 I have demonstrated a wealth of relevant skills and expertise that I believe would make a positive contribution in this site administration role. My broad skills and expertise can be demonstrated in my recent role as Warehouse Technician at Olympic Dam Operations whilst employed at BHP Billiton and previously as Relief Supervisor - Mine Safety Store.

During 16 year career in the mining industry I have competently performed various duties including:

- Purchasing, procurement and requisitioning of goods and services using SAP
- Advising senior management on matters requiring attention and implementing their decisions
- Ensuring all personnel arriving to site have the correct Protective Clothing & Equipment
- Conducting start-up meetings, monthly Tool Box Talks and monthly department Safety Audits
- Managing, supervising and training of staff and contractors
- Attending meetings, compiling and distributing minutes and supply required documentation
- Develop and maintain associated registers, paperwork and other tracking systems
- Monitoring budgets, reducing expenditure, managing stock and monitoring inventory levels
- Tagging and testing working at heights equipment and ensuring personnel complete TTTC cards
- Sourcing, organising and managing clothing and Personal Protective Equipment (PPE)
- Efficient office administration, developing, reviewing and implementing office procedures
- Advanced computer operation, filing, document control and records management

I have completed various training including Workplace Training & Assessor, Task Hazard Analysis Training, Working at Heights Training, Inspection of Working at Heights Harnesses, Underground Induction, Senior First Aid Certificate, Level 1 Health & Safety Representative and FPE Key User. I look forward to promoting and overseeing compliance to safety regulations by all staff and contractors with a current knowledge of all relevant legislation, policies and procedures.

Please find attached my résumé that outlines my relevant experience and suitability for this exciting opportunity. Thank you for your time and consideration in reviewing my application. Should you have any further questions, please don’t hesitate to contact me on 0408 809 235 or via email at robertmm@internode.on.net.

Yours sincerely,

Michelle Branson
Attn: Sally Rawson, Human Resources  
BHP Billiton  
Re: Trades Assistant  

Dear Madam,

Having acquired a broad range of relevant skills and experience in hands-on positions whilst meeting team and project objectives, I write with great interest to be considered for the above career opportunity with your leading mining company as recently advertised on www.seek.com.au.

A self-motivated, physically fit and energetic individual with a strong work ethic, I am available for immediate commencement, willing to work various shifts/rosters on a FIFO basis offering my 100% dedication, flexibility and commitment.

Throughout my career spanning 12 years as a dedicated, hardworking and reliable team member, I have demonstrated a wealth of relevant skills and expertise that I believe would make a positive contribution to your highly regarded company. I have assumed various positions including the following:

- Trades Assistant for Boiler Makers/Fitters (FIFO) 4/1 Roster Night Shift - RCR Tomlinson  
- Labourer (FIFO) - Groutech (Aust) Pty Ltd  
- Labourer Concrete Placer/Finisher - Concrete Solutions Ltd  
- Foreman/Leading Hand - Shane Hawkins Constructions  
- Labourer - Clearline Paving Ltd  
- Labourer Concrete Placer/Finisher - Potter Civil Construction Ltd  
- Foreman - Ineffable Floors Ltd

Committed to professional development, I have completed numerous training including a Licence to operate a Boom-Type Elevating Work Platform - High Risk EWP Ticket (Boom length 11 metres or more), Work Safely at Heights - Licence to Perform Low Risk Work, FMG Induction Card, SARC Induction (Safety Access the Rail Corridor) and Course in General Safety Induction (Construction Industry) - Blue Card/White Card.

I have gained a high level of proficiency operating various vehicles and equipment including Excavators, Six Wheel Tipper Truck, Loaders, Rollers and Forklifts. Maintaining a high level of competency in many areas, I look forward to contributing to the achievement of safety and project objectives, providing a range of assistance to team members with a proven track record of results whilst adhering to OH&S standards and undertaking safe work practices.

Please find attached my résumé that outlines my relevant experience and suitability for this exciting opportunity. I am willing and able to complete a current Medical Certificate and undertake Drug and Alcohol screening as required. Thank you for your time and consideration in reviewing my application. Should you have any further questions, please don’t hesitate to contact me on 0459 122 000 or via email at mbranson44@hotmail.com.

Yours sincerely,

Michael Branson
Dear Sir,

Committed to undertaking an exciting career opportunity in the mining resources industry as an experienced and versatile mining professional, I wish to express my keen interest in being considered for the above career opportunity with your reputable company as advertised on www.seek.com.au.

A results-driven Supervisor/Manager and energetic individual, I am actively pursuing a challenging new role where I can manage the efficient operation and maintenance of all camp and site facilities. Throughout my career to date, I have assumed responsibility for contract management, camp management, maintenance knowledge, operational experience, flight and airport background, waste management, power plant and telecoms familiarity. Flexible and adaptable I am available for immediate commencement, willing and able to work on a 5/2 - 4/3 roster with proven exposure to similar roles in a remote location.

Confident I would make a positive contribution as Camp & Non-Processing Manager, I offer a wealth of relevant skills and remote camp management experience including multiple camp management experience, proven ability to successfully manage a large group of contractors, cost and budget monitoring, analysis and reporting with a strong knowledge of facilities infrastructure and maintenance requirements together with highly developed communication and organisational skills.

Throughout my career spanning 20+ years as a dedicated, hardworking and reliable employee and Business Owner, I have demonstrated a wealth of expertise that I believe would make me a positive contribution to your reputable company. I have assumed various management positions in the mining industry including:

- General Manager, Operations - Site Projects Group
- General Manager - Aurum Catering & DCL Logistics
- Senior Catering Manager - ISS Facility Services
- Relief Camp Manager - DCL Catering & Logistics

In particular whilst employed as Relief Camp Manager I was involved in establishing and maintaining site requirements and scope of works for 5 remote Western Australian sites. During this time I assumed various responsibilities including: menu planning; evaluation of food costs and staff costs; minimising expenditure and meet budgets; administration of functions with bookings, RMS, flight and accommodation systems; facilitate meetings for training programs; coordinate all catering including food procurement, preparation and presentation; maintain a high standard of hygiene within the kitchen and camp facilities; inventory and purchasing management; staff leadership and motivation; manage alliances with key supply networks for sites; manage and support key account clients for site requirements; implement numerous site requirements with toolbox and adhere to site audits as per site scope.

Find attached my résumé that outlines my relevant skills, attributes, experience, work ethic, strengths and suitability for this challenging site management position. Thank you for your time and consideration. Should you have any further questions, please don’t hesitate to contact me on 0438 621 000 or via email at mbranson44@hotmail.com.

Yours sincerely,

Michael Branson
Professional Résumés
Career Objective

To undertake a career opportunity in the mining resources industry where I can utilise and expand my broad experience gained throughout various industries with a commitment to meeting OH&S standards. Multi-skilled, organised and diligent team player, I possess a strong technical aptitude, highly developed mechanical and problem solving skills with the ability to work in challenging conditions. I am confident that I would make a great addition to your team offering 100% flexibility to work various shifts including FI/FO.

Educational Qualifications

First Choice Training Group

Course Content:
- Undertake interactive workplace communication
- Apply quality procedures
- Plan to undertake a routine task
- Apply quality systems
- Organise and analyse information
- Operate in a work based team environment
- Assist in the provision of on the job training
- Measure with graduated devices
- Plan a complete activity
- Perform computations
- Perform computations - Basic
- Perform computer operations
- Perform brazing and/or silver soldering
- Draw and interpret sketch
- Interpret technical drawing
- Use hand tool
- Use power tools/hand held operations
- Test, evacuate and charge vapour compression system
- Apply principles of Occupational Health & Safety in a work environment

Certificates, Tickets & Licences

2013
- Working in Confined Spaces, Safe Right
- Elevated Work Platform, Elevating Work Platform Association of Australia
- White Card (Work Safely in the Construction Industry)

2012
- Working at Heights, Safe Right

2011
- Advanced Rigging Ticket, Queensland Government (Nationally Accredited)
- Dogmans Ticket, Queensland Government (Nationally Accredited)
- Forklift Licence, Queensland Government (Nationally Accredited)

2010
- Apply First Aid Certificate, Queensland Ambulance Service
- Conduct Local Risk Control - RIIRIS201A, Major Training
- Apply Initial Response First Aid - RIIERR205A, Major Training
- Generic Induction For The Mining Industry
  - Safety Induction Coal Core
  - Safety Induction Metalliferous Core
  - Basic Fire Fighting
Mining Industry Experience

Dec 2012 - Jan 2014        FORGE GROUP | www.forgegroup.com
West Angelas Fuel Infrastructure Project, Western Australia
Advanced Rigger (4/1 roster)

Project Details:
- The West Angelas Power Station is part of Rio Tinto’s 360 mtpa project to support the expansion of iron ore mining operations in the Pilbara region. The Forge Group Power were awarded the Engineering, Procurement and Construction contract to provide an 80MW open cycle power station using low emission GE LM6000 PF Sprint gas turbines. Scope of works includes auxiliary equipment and balance of plant, electrical works, controls, instrumentation/communications equipment, civil works, building works, training, installation and commissioning.

Key Duties:
- Work as an Advanced Rigger under 70 tonne Tadano cranes and 20/25 tonne franna cranes whilst involved in construction and maintenance rigging tasks.
- Provide assistance to a team of Fitters and Boilermakers involved in maintaining iron ore operations on site.
- Perform site set-up, steel tank erection and pipe installation.
- Stair erection and platform walkways.
- Installation of brackets and pumps.
- Certified and experienced working in confined spaces and at heights.
- Liaise with Supervisors and achieve project objectives.
- Comply with all relevant OHS regulations and promote workplace safety.

2010 - 2012        MONADELPHOUS ENGINEERING | www.monadelphous.com.au
Karratha, Western Australia
Advanced Rigger (Rio Tinto Site)

Company Profile:
- Monadelphous is a leading engineering group providing extensive engineering construction, maintenance and industrial services to the resources, energy and infrastructure sectors.

Key Duties:
- Advanced rigging involved in all types of plant and dogging loads.
- Provide assistance to a team of Fitters and Boilermakers involved in maintaining iron ore plant.
- Cut, shape, assemble and join heavy gauge metal parts to produce or repair containers that have to withstand pressure such as boilers and storage tanks.
- Set-up and operate hand and machine tools, welding equipment and CNC machinery.
- Cut, roll, shape, bend, mould, spin, heat or hammer metal products to fabricate parts or sub-assemblies.
- Undertake various installations and upgrades to the plant.
- Assemble parts and structures by lining up and joining them by welding, bolting or riveting.
- Crane operation and rigging of loads on site.
- Certified and experienced working in confined spaces and at heights.
- Liaise with Supervisors and achieve project objectives.
- Currently undertaking a welding course to obtain qualification in welding.

Previous Experience

2009 - 2010        QUEENSLAND PIPEWORK
Brisbane, Queensland
Air-Conditioning Installer

Key Duties:
- Installation of new commercial and domestic air-conditioning plants.
- Supervise and support other staff, providing leadership and direction.
- Communicate with customers and discuss their requirements.
- Undertake all aspects of air-conditioning repairs and general servicing.
**Previous Experience**

**2008 - 2009**  
**AMS QUEENSLAND**  
Ashmore, Queensland  
**Site Supervisor**

**Key Duties:**
- Supervise and oversee site works, ensuring objectives and OH&S standards are met.
- Liaise with clients determining their project requirements, facilitate and attend site meetings.
- Consult with clients, management, staff, external providers and contractors.
- Supervise, manage and motivate tradespeople and contractors, overseeing the delegation of duties.
- Interpret regulations and codes of practice to direct progress of the work, ensuring that specifications and regulations are followed and proper methods and materials are used.
- Arrange supplies of material and equipment.
- Record project progress and variations from the design drawings or specifications.
- Conduct inspections at various stages, ensuring that projects meet plans, quality and OH&S standards and client requirements.

**2006 - 2008**  
**D&K PLUMBING & AIR-CONDITIONING**  
Brisbane, Queensland  
**Air-Conditioning Site Manager**

**Key Duties:**
- Supervise and oversee site works, ensuring objectives and OH&S standards are met.
- Liaise with main contractors, determining their project requirements, facilitating and attending site meetings.
- Source and arrange the supply of materials and equipment.
- Management and hands-on installation of new air-conditioning plants.
- Supervise, manage and motivate tradespeople and contractors, overseeing the delegation of duties.
- Conduct inspections at various stages, ensuring that projects meet plans, quality and OH&S standards and client requirements.

**1999 - 2003**  
**COOLTIMES AIR CONDITIONING**  
Alex Hills, Queensland  
**Air Conditioning Installer**

**Key Duties:**
- Installation of new commercial and domestic air-conditioning plants.
- Supervise and support other staff, providing leadership and direction.
- Communicate with customers and discuss their requirements.
- Undertake all aspects of air-conditioning repairs and general servicing.

**Demonstrated Skills & Abilities**

- Experienced working in challenging conditions in the mining, air-conditioning and engineering industries.
- Advanced rigging involved in all types of plant and dogging loads in the mining industry.
- Physically fit with the ability to work in remote locations, flexible in working hours and shifts undertaken.
- Installation of new domestic and commercial air-conditioning plants.
- Certified and experienced working in confined spaces and at heights.
- Consistently adheres to workplace OH&S and Environmental policies and procedures.
- Trained in structural fabrication and welding involved in fitting, assembling and joining aluminum and steel.
- Conduct inspections ensuring that projects meet plans, quality and OH&S standards and client requirements.
- Proficient in the servicing, maintenance and repairs of machinery.
- Liaise with clients determining their project requirements, facilitate and attend site meetings.
- Strong leadership skills with the ability to motivate, train and manage staff and contractors.
- Highly experienced in the safe, effective operation of vehicles and equipment.
- Proven ability to read and interpret engineering/technical plans and drawings.
- Able to follow technical procedures, follow instructions and work without supervision.
- Delegate and utilise the efficient use of plant and labour resources to achieve desired outcomes.
- Active, helpful and contributing team member with a strong work ethic.
- Highly developed written and verbal communication skills.
- Mature and responsible, willing and able to assume higher duties.
Personal Details

Health: Excellent, physically fit  
Nationality: Australian  
Passport: Current Australian Passport  
Interests: Running, fishing, outdoor activities and socialising with friends

Professional Referees

Zac Taylor-Smith  
Forge Construction Manager  
Forge Group  
West Angeles Fuel Infrastructure Project  
Pilbarra, Western Australia  
M: 0409 115 496  
M: 0400 025 600

Gavin Manly  
Forge Leading Hand  
Forge Group  
West Angeles Fuel Infrastructure Project  
Pilbarra, Western Australia  
M: 0427 193 625

Licences & Certificates Available
Career Objective

To undertake a supervisory career opportunity in the mining industry with experience spanning 20+ years at various local and international sites and establishments including my current position of Site Maintenance Manager Eldorado Gold, China and previously at African Barrick Gold, Byrnecut Mining, Downer EDI Mining, Mount Isa Mines Ltd, Atlas Copco Construction and Mining Australia. Multi-skilled and diligent team member and leader, I possess strong technical and problem solving skills with the ability to work in confined spaces, remote areas and challenging conditions. I offer my 100% flexibility to work various rosters on a FIFO basis with a proven track record of achievement in consistently promoting and adhering to workplace safety regulations. Physically fit and energetic, I am willing and able to complete a current Medical Certificate and undertake Drug and Alcohol Screening.

Maintenance of Vehicles, Systems & Equipment

Highly proficient performing routine maintenance, repairs, troubleshooting and major overhauls of mechanical, electrical, hydraulic and air-conditioning systems on the following equipment:

- Atlas Copco Production & Development Drill Rigs
- Atlas Copco Wagner Underground Trucks & Loaders
- Atlas Copco Compressors
- Various makes of Graders, Scrapers, Rollers, Loaders & Road Trucks
- Sandvik Production & Development Drill Rigs
- Sandvik Trucks & Loaders
- Caterpillar Elphinstone Trucks & Loaders
- Tamrock Trucks & Loaders
- Various trucks including Mack, Kenworth, Iveco/international, Ford, Volvo, Western Star, Isuzu, Hino and Man

Demonstrated Skills & Abilities

- Maintenance, troubleshooting, repairs and assembly of wide range of equipment including mine and civil engineering equipment and light and heavy transport vehicles.
- Asset management from early career to management roles, overseeing 300+ employees in various areas and 2 different sites, managing safety, health, environment, operational costs and capital projects.
- Develop budgets and forecasts to meet operational requirements, presenting to Directors and board members.
- Carry out general troubleshooting, repair and maintenance of minor components including mechanical, electrical, hydraulic and air-conditioning systems to major repairs of engines and power train.
- Monitor and control costs associated with all plant and equipment.
- Manage capital projects as required to ensure the transition was well supported.
- Maintain a strong emphasis on compliance with health and safety legislation.
- Develop capital funding reports from fixed plant expansions to replacement and new mobile equipment.
- Strong knowledge of gold processing maintenance including detoxification systems.
- Day to day management of diesel repair and maintenance business, regularly performing maintenance and repair work on fleet vehicles for Pioneer/Ready Mix Concrete, Armetos Transport and JAT Plant Hire.
- Strong leadership skills with the ability to recruit, train, supervise, lead and direct a team of mechanics and apprentices at several workshops and provided technical assistance as required.
- Good understanding of sexual harassment, equal opportunity and workplace health and safety guidelines.
- Plan and management of planned and breakdown maintenance activities including the allocation of labour, sourcing of relevant parts and external contractor services and supplies.
Employment History

Sep 2011 - Current  
**ELDORADO GOLD | www.eldoradogold.com**  
Jinfeng Gold Mine, China  
**Site Maintenance Manager**

*Company Profile:*  
Eldorado Gold has seven operating mines - Five Gold, one Polymetallic and one Iron Ore mine. The Jinfeng Gold mine is an open pit and underground mine located in Guizhou Province, China which began commercial production in September 2007.

*Key Duties:*  
- Manage, organise and oversee all site maintenance to fixed and mobile, electrical and mechanical equipment which involved the process maintenance department carrying out maintenance on a 1mil TPA dual stage SAG mill, CIL system, Detox and BIOX.  
- Manage and supervise all underground dewatering, underground power reticulation, all site mobile maintenance, all site camp maintenance and TPA backfill plant.  
- Responsible for coordinating the successful transition of the site maintenance to Western style industry best practice maintenance activities which included the introduction of SAP as the site CMMS.  
- Manage 2 sites within China for Eldorado Gold with the second site in North East China.  
- Supervision and control of 300+ in the two maintenance departments and the repair of equipment at site.  
- Maintain a strong emphasis on compliance with health and safety legislation.  
- Assist in the development of safety and risk assessments.

Nov 2010 - Sep 2011  
**GOLD FIELDS | www.goldfields.co.za**  
Agnew Gold Mine, Western Australia  
**Mobile Maintenance Manager**

*Company Profile:*  
Gold Fields Limited is an unhedged, globally diversified producer of gold with eight operating mines in Australia, Ghana, Peru and South Africa. Gold Fields has attributable gold-equivalent annual production of approximately 2.2 million ounces, Mineral Reserves of approximately 60 million ounces and Mineral Resources of approximately 158 million ounces.

*Key Duties:*  
- Manage project of moving from contract mining to owner mining with respect to maintenance issues which was carried out successfully without any loss of production or decline of equipment KPI’s.  
- Liaise with the Project Manager and develop and implement plans to assist with production requirements.  
- Monitor and control costs associated with all plant and equipment.  
- Manage capital projects as required to ensure the transition was well supported.  
- Maintain a strong emphasis on compliance with health and safety legislation.  
- New and upgraded workshop facilities a new and improved warehouse facility for the underground mining area.  
- Manage the upgrade and roll out of SAP as the CMMS used on site.  
- Assist in the development of safety and risk assessments.

Jan 2008 - Nov 2010  
**AFRICAN BARRICK GOLD | www.africanbarrickgold.com**  
Tulawaka Gold Mine, Tanzania  
**Maintenance Superintendent**

*Company Profile:*  
African Barrick Gold is Tanzania’s largest gold producer and one of the five largest gold producers in Africa. Consisting of three producing mines, all located in northwest Tanzania, and several exploration projects at various stages of development in Tanzania and also Kenya.

*Key Duties:*  
- Responsible for driving the continuous improvement and reliability of the mobile fleet by ensuring planned maintenance activities are completed with minimal impact on productivity.  
- Manage and supervise the complete underground and surface maintenance operations excluding the process plant including all mobile, fixed plant and infrastructure mechanical and electrical items and camp maintenance.  
- Manage and coordinate all community based maintenance and new building projects.  
- Supervise the underground mobile equipment.  
- Maintain a strong emphasis on compliance with health and safety legislation.  
- Assist in the development of safety and risk assessments.  
- Involved in transition project from MARC Maintenance to Owner Maintenance for mobile equipment maintenance.
Employment History

George Fisher Project, Queensland

Dec 2006 - Dec 2007  Maintenance Superintendent - George Fisher Project
Aug 2006 - Dec 2006  Shift Leading Hand Fitter - Cracow Mine, Queensland

Company Profile:
Downer EDI Mining (formerly Roche Mining) is one of Australia's major providers of mining and mine development services, in open pit and underground mining, mine planning, civil and bulk earthworks, minerals exploration, explosives manufacture and supply, blasting services and design and construct capabilities for materials handling and minerals processing facilities - providing a total mining solution.

Key Duties - Maintenance Superintendent:
- Manage and direct 20 employees including Fitters, High Voltage Electricians and Light Vehicle Fitters.
- Undertake regular communication with clients to ensure all their standards were followed and regularly meet with them to assist with solutions to common problems.
- Manage and oversee the continued availability of the mobile equipment fleet and the light vehicle fleet.
- Optimise and ensure the availability was met safely and cost effectively by ensuring procedures and company policies are strictly met by all employees.
- Set and maintain the plant budget in conjunction with operational requirements and cost reduction.
- Perform various day to day duties which included monitoring and rectification of plant defects, maintaining and updating of all plant files as per company and legal requirements.
- Facilitate Shift Changeover Meetings with employees to ensure correct priorities are followed to enable efficient servicing and repairs are carried out.
- Formulate weekly maintenance plans in conjunction with mining activities to ensure all servicing and planned work is carried out as per requirements.
- Organise the repair of breakdowns in a prompt manner.

Key Duties - Shift Leading Hand Fitter:
- Directly supervise, manage and direct crew of 10 including Fitters, Auto Electrician, Boilermaker, Light Vehicle Fitter and high voltage electrician.
- Oversee and ensure the smooth, efficient operations of the shift to ensure all scheduled and breakdown work was carried out in their priorities.
- Create and oversee compliance to company policies procedures and work schedules.
- Manage the mobile equipment parts store during the shift.

Perth, Western Australia

Leading Hand

Company Profile:
Byrnecut has proven experience in mine development and production techniques, combined with cutting-edge knowledge in occupational health and safety, equipment management and maintenance, purchasing and contract administration which means Byrnecut delivers a more efficient, safer mine and a better bottom line.

Key Duties:
- Directly supervise, manage and direct crew of 10 including Fitters, Auto Electrician, Boilermaker, Light Vehicle Fitter and high voltage electrician.
- Oversee and ensure the smooth, efficient operations of the shift to ensure all scheduled and breakdown work was carried out in their priorities.
- Create and oversee compliance to company policies procedures and work schedules.
- Manage the mobile equipment parts store during the shift.
Employment History

Jan 2000 - Nov 2005  MOORE'S DIESEL REPAIRS & SERVICING
                      Sunshine Coast, Queensland
                      Business Owner/Operator

  Key Duties:
  - Manage the day to day operations of the organisation, assuming 100% profit and loss accountability.
  - Develop and implement budgets, forecasts and financial projections, maximise growth and analyse cashflow.
  - Recruit, manage, supervise, train and motivate new and existing staff.
  - Determine strategies to enhance company productivity by providing effective methods in business operations.
  - Prepare quotations, invoices and manage the procurement of work.
  - Liaise with all types of equipment manufacturers for parts enquires, warranty claims and technical information to ensure that the equipment I managed was maintained to the highest standard and achieved maximum availability.

                      Mount Isa, Queensland

  May 1997 - Jan 2000  Service Centre Supervisor
  Dec 1996 - May 1997  Workshop Foreman
  Feb 1996 - Dec 1996  Field Service Specialist
  Nov 1995 - Feb 1996  Lead Mine Site Supervisor
  Sep 1995 - Oct 1995  Sydney Workshop Supervisor
  Sep 1994 - Aug 1995  Service Fitter

  Company Profile:
  - Atlas Copco Australia, has its head office in Blacktown in NSW, where the four business areas of Construction and Mining, Compressors, Industrial Tools and Atlas Copco Rental all work together. Atlas Copco has over 30 branches and regional offices Australia-wide providing extensive service and sales support.

  Achievements:
  - Successfully managed and supervised a major hydraulic hose, valve and electrical system re-design modification and layout changes to Wagner ST7.5Z loaders in 1996 to improve reliability and maintainability. I travelled to the Atlas Copco Wagner factory in Portland Oregon USA in Sep and Nov 1996 to advise, direct and assist factory employees and engineers in the implementation of the above mentioned changes.

  Key Duties - Service Centre Supervisor:
  - Supervise, manage and train 40 staff, overseeing team work and productivity.
  - Report directly to the National Service Manager.
  - Provide a reliable and efficient service department to support Atlas Copco products in North West Queensland and the Northern Territory including the mining equipment range and complete Atlas Copco range for breakdowns and service such as compressors and tools.
  - Set and maintain the service department budget, quoting and securing service jobs, managing all incoming warranty claims
  - Oversee the Service Contract at Mount Isa Mines ensuring the smooth and profitable running of the said contract.
  - Manage human resources issues as required and ensure all standards and procedures are followed.

  Key Duties - Workshop Foreman:
  - Direct and indirect supervision, motivation and mentoring of 25 workshop employees including Fitters, Auto Electricians, Boilermakers and High Voltage Electricians.
  - Day to day management of the workshop, setting and maintaining budgets and cost reduction identification.
  - Rectify any incoming technical enquiries related to the Atlas Copco underground mining equipment range.
  - Support the Service Contract that was in place with Mount Isa Mines.

  Key Duties - Field Service Specialist:
  - Undertake extensive travel throughout North West Queensland and the Northern Queensland.
  - Perform fault finding, troubleshooting and diagnosis of breakdowns in a prompt manner.
  - Carry out of product updates and conduct audit of equipment for rebuild purposes.
Employment History

**Key Duties - Lead Mine Site Supervisor:**
- Manage a MARC contract between Atlas Copco and Mount Isa Mines.
- Supervise, lead, direct and motivate a team of three trades people on mine site.
- Plan and schedule plant maintenance and breakdown work.
- Identify, discuss and implement product improvement with senior management team.
- Develop and carry out ideas to improve the equipment reliability.
- Liaise with customers regarding equipment and contract performance according to contract KPI's.

**Key Duties - Sydney Workshop Supervisor:**
- Oversee and coordinate the rebuilding of underground coal mining equipment in the Sydney workshop.

**Key Duties - Workshop Foreman**
- Service and repair Atlas Copco ST7.5Z loaders and Atlas Copco H282 jumbos.
- Undertake ongoing product improvements of equipment including the proposal of and carrying out of modifications on equipment to improve the reliability together with workshop and staff management.

Mount Isa, Queensland  
Apprentice Fitter & Turner/Diesel Fitter

Education & Training

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Title</th>
<th>Institution</th>
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</thead>
<tbody>
<tr>
<td>2011</td>
<td>Contract Management Concepts</td>
<td>Stantons International</td>
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<tr>
<td>2010</td>
<td>Certificate IV Assessment &amp; Workplace Training</td>
<td>AITT Training Services</td>
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<tr>
<td>2007</td>
<td>Certificate III in Metalliferous Mining Operations (Open Cut)</td>
<td>Krause Health &amp; Safety PTY LTD</td>
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<tr>
<td>2006</td>
<td>Data Solo 1020, Solo 07*15 and Axera D07s covering Electric and Hydraulic Control Systems Technical Familiarisation Training</td>
<td>Sandvik</td>
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<tr>
<td>1997</td>
<td>Frontline Leadership Coaching</td>
<td>The Verner-MacKay Group</td>
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<td>1997</td>
<td>Getting a Grip on Time Workshop</td>
<td>The Verner-MacKay Group</td>
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<td>1996</td>
<td>Boomer Hydraulics</td>
<td>Atlas Copco</td>
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<tr>
<td>1996</td>
<td>Electric Control System</td>
<td>Atlas Copco</td>
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<tr>
<td>1996</td>
<td>Clark-Hurth Products Certification</td>
<td>Atlas Copco</td>
</tr>
<tr>
<td>1995</td>
<td>Detroit Diesel series 60/DDECIII Familiarisation</td>
<td>Detroit Engine &amp; Turbine Company</td>
</tr>
<tr>
<td>1994</td>
<td>Engineering Tradesperson (Mechanical)</td>
<td>Department of Employment, Vocational Education, Training and Industrial Relations</td>
</tr>
</tbody>
</table>
Computer Skills

- Pronto
- SAP
- JDE
- Fleetmex CMMS
- MS Office Suite
- Quick learner, keen to update

Personal Details

Nationality: Australian
Languages: Fluent English
Licences: Current Multi-Combination Drivers Licence
Health: Excellent, physically fit, non-smoker
Interests & Hobbies: Golf, fishing, camping, traveling and spending time with family and friends

Professional Referees

MICHAEL FRERK
Maintenance Manager
White Mountain Baishan Jilin
China
M: 0419 154 326
M: +86 134 2624 9051 (China)
T: +86 43 9335 3100
E: Michael.frerk@cn.eldoradogold.com

JACKIE BOCK
Underground Forman
Guizhou Jinfeng Mining Limited
China
M: +86 138 8597 5160
E: jackie.bock@cn.eldoradogold.com
Career Objective

To undertake a new opportunity in the mining industry where I can utilise my broad training and experience acquired over the past 4+ years in the Western Australian mining industry whilst employed with Fortescue Metals Group. Multi-skilled and diligent team player, I possess a broad range of expertise including Production Operator and have also been involved in running the pit and working closely with Leading Hands and Supervisors. I am experienced working in confined spaces, remote areas and challenging conditions. Confident I would make a great addition to your team in a new role with FMG, I offer my 100% flexibility to work various rosters/shifts on a FIFO basis with a proven track record of achievement in meeting project objectives and adhering to workplace safety regulations.

Training & Certificates

2013
- FMG Isolation & Tagging Bridging, Fortescue Metals Group
- FMG Job Hazard & Analyse Bridging, Fortescue Metals Group

2011
- Body Smart Trailing, Fortescue Metals Group
- Cross Cultural Awareness Course, Fortescue Metals Group
- Fatigue Management Course, Fortescue Metals Group
- Fire Awareness Training, Fortescue Metals Group
- Hearing Conversation & Awareness Training, Fortescue Metals Group
- Lifesaving Choices, Fortescue Metals Group
- Fire Control Officer Training Program, Fire & Emergency Services Authority of WA
- Introduction to Operational Incident Control System, Fire & Emergency Services Authority of WA
- Bush Fire Management, Fire & Emergency Services Authority of WA
- Fire Prevention Legislation, Fire & Emergency Services Authority of WA
- Operate 4 Wheel Drive Vehicle, Fire & Emergency Services Authority of WA
- Driver under Operational Conditions, Fire & Emergency Services Authority of WA

2010
- Volunteer Ambulance Driving Course, St Johns Ambulance

2006
- Illicit Drugs and Prescribed Medications, St Johns Ambulance

Key Strengths & Attributes

- Proven ability to work in remote locations, flexible in working hours and shifts undertaken.
- Consistently promotes and adheres to workplace OH&S and Environmental policies and procedures.
- Capable driving and maintaining various light and heavy vehicles on mine sites.
- Hardworking and organised with the ability to perform a wide range of hands-on duties.
- Able to follow technical procedures, follow instructions and work without supervision.
- Strong leadership skills with proficiency in the supervising and mentoring of team members.
- Excellent written and verbal communication skills with the ability to liaise with people at all levels.
- Active, helpful and contributing team member with a strong work ethic.
- Self-motivated, reliable, resourceful and efficient with the ability to assume higher duties.
- Committed to professional development, willing and able to complete site inductions or training as required.
**Mining Experience (2009 - 2013)**

**Jul 2009 - Current**

**FORTESCUE METALS GROUP | www.fmgl.com.au**

Cloudbreak, Western Australia

**Production Operator (FIFO 8/6 Roster, Night Shift & Dayshift Roster)**

**Company Profile:**

- In less than a decade, Fortescue has gone from strength to strength through its unparalleled growth. Listed in the S&P/ASX50 share index, Fortescue has firmly established itself as one of the world’s leaders in iron ore production and sea-borne trading. Fortescue’s tenements are located throughout the resource rich Pilbara region of Western Australia and in such close proximity to the world’s major markets of China and Asia, making the Pilbara widely regarded as the world’s best address for iron ore.

**Key Duties:**

- Assist the Supervisor in running the pit as required over the past 5-6 months and other also support Supervisors in other pit areas as needed.
- Remain flexible and provide assistance and support to team members as required.
- Operation of mobile mining equipment including Cat 777D Water Cart & Haul Trucks, 777F Water Cart & Haul Trucks, Cat 789C Haul Truck, Terex 3700 Haul Truck, Terex 4400 Haul Truck, Cat 789D Haul Truck and Cat 793F Haul Truck.
- Fully Passed Out on Blast Guard and Buses as detailed below:
  - Mitsubishi Passenger Bus
  - Isuzu 4WD Passenger Bus NPS300
  - Isuzu 4WD Passenger Bus NPS800
- Installation of delineation on road and erection of signage.
- Drive light vehicles to transport employees to and from sites.
- Escort persons on and off sites ensuring compliance to OH&S regulations.
- Assist Leading Hand in the absence of Supervisor with day to day operations.
- General hand duties such as the relocation of lighting towers.

**Farming Experience (1997 - 2009)**

**Jan 2006 - Jul 2009**

**TOMALOCKIN FARMS**

Cunderdin, Western Australia

**Farm Operations Manager**

**Key Duties:**

- Day to day management of farm, budgeting, staff leadership and management of farm guidance systems.
- General farm duties including chemical spraying, fencing, sheep husbandry, seeding, harvest and truck driving.
- Drive Volvo F420 Semi New Holland TR88, 30ft front header and Chamberlain 40ft Air seeder bar Hino truck fitted with 80ft Hardy Boom spray.

**Oct 2006 - Dec 2006**

**CATTLE, SHEEP & CROP FARM - PHILLIP DEMPSTER**

Mingenew, Western Australia

**Farm Hand**

**Key Duties:**

- Header driving and operation of dozer for clearance of scrub and earthworks.
- Sheep and vehicle maintenance.
- Cattle husbandry and general farm duties.
**Farming Experience (1997 - 2009)**

**Feb 2001 - Jan 2005**
**SHEEP & CROP FARM - JOHN HUTCHINSON**
**Mingenew, Western Australia**

**Farm Operations Manager**

**Key Duties:**
- Day to day management of 5000 acre property including 3500 acres of cropping and 2000 sheep.
- Undertake farm and budgeting and planning activities in collaboration with the Business Owner and Agronomist including the spraying and cropping program for each year including soil tests.
- Monitor and improve efficiency of the farm by fencing, laneways and tree planting for soil and wind erosion.
- Organise, direct and supervise a team of seasonal staff including contractors.
- Operation Hardy Navigator Boom Spray, John Deere 8300 Front Wheel Assist Tractor, John Deere 7800 Front Wheel Assist Tractor, CTS John Deere Header, D4 Dozer, Flexicoil Airseeder and other general farm machinery.
- Maintenance and servicing of machinery and set-up of equipment for clearing sale.
- Perform general farm duties as required including welding and sheep husbandry.

**Mar 1997 - Feb 2001**
**ROUNDHOUSE FARM**
**Bodallin, Western Australia**

**Farm Hand**

**Key Duties:**
- Assist in managing the farm budget and cropping program.
- Perform general farm duties including fencing, stubble raking, sheep husbandry and welding.
- Operation, servicing and maintenance of various farming machinery including:
  - Industrial Grader
  - Case 1688 Axel flow with a 36ft Macdon Front
  - Sanderson Teleporter Loader
  - Flexicoil 53ft with Variable Cart Triple Heads John Deere 9400 series 425hp on Triples

**Personal Details**

**Nationality:** Australian  
**Date of Birth:** 12 August 1968  
**Languages:** Fluent English  
**Marital Status:** Married with 3 children  
**Interests & Hobbies:** Tennis, fishing, swimming, family activities

**Licences Held**

- HC Licence  
- MC-X Licence  
- RE Class Licence

**Professional Referees**

**JASON SMEETON**  
Superintendent  
Fortescue Metals Group  
Cloudbreak Mine, Western Australia  
M: 0428 310 312

**JASON MADGEN**  
Supervisor  
Fortescue Metals Group  
Cloudbreak Mine, Western Australia  
M: 0418 858 914

**BRYCE HUMPHRIES**  
Superintendent  
Fortescue Metals Group  
Cloudbreak Mine, Western Australia  
M: 0417 394 762
Career Objective

To undertake a truck driving or plant operation opportunity in the mining industry where I can utilise my broad training and experience acquired over the past 20+ years across various industries. Multi-skilled and diligent team player, I possess strong technical and problem solving skills with the ability to work in confined spaces, remote areas and challenging conditions. I offer my 100% flexibility to work various rosters/shifts with a proven track record of achievement in consistently adhering to workplace safety regulations. Physically fit and energetic, I am most willing and able to complete work in a residential or FIFO role in hard rock or coal or iron ore mining operations with accommodation organised in both Mount Isa and also Cairns.

Training Courses & Inductions

- Xstrata Training - 2013
  - Generic Induction - Metalliferous Core and Underground Elective
  - Current Medical Certificate
  - Initial Response First Aid
  - Conduct Fire Team Operations
  - Supervisor - S1, S2, S3
  - Confined Spaces
  - Basic Welding and Oxy Cutting
  - High Pressure Hydraulic Fluid Injections Awareness
  - Explosive Recognition

Licences & Tickets

- Current Heavy Rigid (HR) Licence
- Licence to Perform High Risk Work Forklift (LF)
- Licence to Perform High Risk Work Dogger (DG)
- Licence to Perform High Risk Work Basic Rigging (RB)
- Dozer (Komatsu D6 and CAT D10)
- Front End Loader / Backhoe Licence (LL)
- Road Roller Licence (LR)
- Dump Truck Licence
- Water Cart Licence
- Course in General Safety Induction (Construction Industry)

Demonstrated Skills & Abilities

- Highly experienced in the safe, effective operation of heavy vehicles and mining plant equipment.
- Physically fit with the ability to work in remote locations, flexible in working hours and shifts undertaken.
- High level technical skills with experience conducting preventive and routine maintenance.
- Consistently adheres to workplace OH&S and Environmental policies and procedures.
- Capable utilising and safely operating various tools, machinery and equipment.
- Proven ability to read and interpret technical plans and drawings.
- Able to follow technical procedures, follow instructions and work without supervision.
- Excellent communication skills with the ability to consult with people at all levels.
- Active, helpful and contributing team member with a strong work ethic.
- Self-motivated, reliable, resourceful, organised and efficient.
- Committed to ongoing training and development with the ability to learn new skills quickly.
Employment History

Jun 2005 - Current
XSTRATA | www.glencorexstrata.com
Mount Isa Mines, Queensland

Oct 2012 - Current
Underground Timberman - Crushing & Conveying, Paste Fill & Construction

Sep 2007 - Oct 2012
Serviceman

Jun 2005 - Sep 2007
Plant Operator

Company Profile:
- Glencore Xstrata is one of the world’s largest global diversified natural resource companies and is one of the biggest companies within the FTSE 100 Index. Mount Isa Mines operate two separate mining and processing streams, copper and zinc. With the largest zinc resource base and the biggest underground network of mines in the world they provide work for almost 5,000 employees and contractors.

Key Duties - Underground Timberman (Oct 2012 - Current)
- Extensive machine operation at Xstrata Copper’s Mount Isa underground mine.
- Carry out regular preventive and routine maintenance of the plant and equipment.
- Pipe fitting, concreting, ore chute/pass maintenance, installation of services & construction activities.
- Report to the Mechanical Supervisor of the Crushing & Conveying Department.
- Demonstrate the ability to remain flexible and be challenged with a variety of tasks.
- Handheld mining and general labouring duties.
- Running and hanging services poly-vent.

Key Duties - Serviceman (Sep 2007 - Oct 2012)
- Carry out preventative and routine maintenance of crushers, water and air services.
- Service equipment by cleaning, lubricating, re-fuelling and making minor adjustments and repairs as required.
- Ensure optimised surface to underground transferal.

Key Duties - Plant Operator (Jun 2005 - Sep 2007)
- Work as part of a team involved in surface mining, underground mining, start-up and shut-down of plant.
- Safe and efficient operation of heavy medium washing plant at No 2 Concentrator Lead/Zinc.
- Interpret drawings and markers under the direction of supervisors.
- Relief Dump Truck operator and 988 Loader Operation duties
- Assess and determine maintenance needs and operating errors on equipment.
- Undertake maintenance on cages, belts, skips and loading stages
- Perform a broad range of control room operator duties.
- Loading of ore onto hopper grizzly to feed conveyor systems.
- Operation of crushers, feed systems and filtration of plants.

Sep 1999 - Jun 2005
WAMBO SHIRE COUNCIL
Darling Downs, Queensland

Plant Operator

Organisational Profile:
- The Shire of Wambo was a local government area in the Darling Downs. The shire completely surrounded but didn’t include the town of Dalby which had its own municipal government and existed as a local government entity from 1879 until 2008, when it amalgamated with the Town of Dalby and the Shires of Chinchilla, Murilla and Tara and the southern part of Taroom to form the Western Downs Region.

Key Duties:
- Extensively involved in road maintenance, construction and landscaping which involved the safe and efficient operation of plant equipment and machinery such as 988 loaders and dozers performing excavation work.
- Preparation and set-up of town water and sewage supply, parks and gardens in the local region.
- Carry out preventive and routine maintenance of the plant and equipment.
- Move and handle equipment at the project site while also carrying out safety checks on equipment daily.
- Assume responsibility as the Water Treatment and Sewerage Officer.
- Culvert Upgrading of Storm Water Drainage Systems.
- General labouring duties including loading and unloading trucks.
- Consistently adhere to OH&S regulations and guidelines.
- Remain flexible, work in extreme conditions and various shifts as required.
Employment History

Nov 1994 - Sep 1999  CEDAR INDUSTRIES  
Toowoomba, Queensland  
Wood Machinist

Company Profile:  
Cedar Industries constructs wall panels, blinds/shutters, door jams and window frames and are located in Toowoomba, Queensland.

Key Duties:  
- Work as part of a team undertaking various tasks including benchman duties.
- Read and interpret work documents in order to prepare accurate cutting lists for job.
- Set up, operate and maintain sawing, drilling, planing and joining machines.
- Loading and unloading wooden frames and products onto trucks
- Forklift operation to relocate and move heavy items.
- Organise the yard with timber placement.
- Dispatch orders in a timely, organised manner.

Personal Details

Nationality:  Australian
Languages:  Fluent English
Health:  Excellent, physically fit
Interests & Hobbies:  4WD, fishing, camping and motorbikes

Professional Referees

ALLEN DEAN  
Shafts and Winder Supervisor  
Xstrata  
Mount Isa Mines  
M:  0423 294 748

MICHAEL McHUGH  
Business Owner / Operator  
Copper City Tree Lopping and Stump Grinding  
Mount Isa, Queensland  
M:  0431 650 020

BRENDON BOWLER  
Winder Supervisor  
Xstrata  
Mount Isa Mines  
M:  0407 163 652

LUCIAN BROWN  
Manager  
TJM  
Mount Isa, Queensland  
T:  (07) 4749 6100
Amir Eskandari

25 Karak Road
WANNANUP WA 6210
M: 0434 244 001
E: amires_80@yahoo.com

Career Objective

A results-driven and accomplished professional with broad experience in contract administration on civil and construction projects, I am actively pursuing a challenging new career opportunity as a Contracts Engineer in the Australian mining resources industry. I have demonstrated a high level of expertise in preparing, reviewing and assessing tender and contracts with the ability to assess cost and schedule implications in the preparation of claims and variations. Maintaining a high level of attention to detail with strong analytical, accounting, numeracy and problem solving skills, I look forward to progressing my career to the next level in a fast paced team environment.

Tertiary Qualifications

1999 - 2005
Bachelor of Civil Engineering
Islamic Azad University, Iran
Recognised as a Professional Engineer (Civil) through Engineers Australia

Licences & Accreditations

- Engineering Licence, Ministry of Road and Urban Development of Iran (2012)
- Project Management Professional (PMP), Project Management Institute (2009)

Professional Development

2013
- Occupational Health and Safety Construction Induction (White Card), WorkSafe WA
- Primavera P6, Aryana Project Management Institute

2010
- Microsoft Project 2007, Mosavar Sazan Projeh (MSP)

2009
- Contract & Procurement, Skema Business School
- Project Appraisal & Finance, Skema Business School
- Risk Analysis & Management, Skema Business School
- How to Improve Project Control, GePros- German Project Solutions

Demonstrated Skills & Abilities

- Proven ability to prepare and assess contracts and tenders in relation to commercial terms.
- Ability to assess cost and schedule implications in the preparation of contract claims and variations.
- Experienced preparing and implementing standard documentation, templates and forms for contract management.
- Proficient in the preparation of contractors, tenders, forecasts, budgets and cost reports.
- Ability to support and coach contract administration personnel in relation to contract management.
- Experience in the collection of project requirements, define scope of work, develop project schedule and budget, monitoring project performance through all stages.
- Skilled in the preparation and management of contractual claims and disputes.
- Ability to prepare procurement documentation and monitor contracts in terms of time, cost and quality.
- Strong analytical, problem solving, accounting and numerical skills.
- High level of expertise in liaising between clients, contractors and sub-contractors.
- Strong leadership skills with the ability to manage, motivate, supervise and direct staff and contractors.
- Excellent written and verbal communication, interpersonal, negotiation and relationship building skills.
- Experience assisting with the implementation of OHS & QA requirements on all contracts.
- Computer literate with advanced expertise using Primavera P6, AutoCAD and MS Office software.
Employment History

Sep 2010 - Mar 2013  ARSAJ CO.  
Tehran, Iran  
Contracts Administrator

Company Profile:  
Formed in 2007 Arsaj Co. is an energetic, rapidly expanding firm that provides construction and management services to civil construction projects throughout Tehran, Iran.

Key Projects:  
- Construction of a 32 metre wide boulevard project including earthworks, asphalt, pavements, kerbing, guardrails with a $47 million budget.
- Nailing, excavation and earth moving works on a commercial project in a metro area with a $22 million budget.
- Construction of industrial concrete structures in the development of a steel factory with a $34 million budget.

Key Duties:  
- Managed all procurement contracts across the organisation from concept to close out, ensuring all projects are completed on time, budget and in accordance with contractual requirements.
- Reviewed project contracts to ensure that all client requirements are understood by relevant stakeholders.
- Assisted with the implementation of OHS & QA requirements on contracts.
- Attended and contributed to pre-tender meetings and site inspections.
- Maintained regular interaction with the site management team, subcontractor group and project consultants.
- Participated in negotiations with subcontractors and preparing contracts.
- Developed KPI's to ensure contract compliance and contributed to the timely and cost effective completion of deliverables.
- Managed subcontract schedules and verified subcontractors’ progress payment invoices.
- Reviewed all documentation regarding claims for costs, variations, progress claims and extensions of time.
- Assisted in contract negotiation and resolution of disputes achieving positive outcomes.
- Provided advice and assisted in the resolution of disputes and contractual issues.
- Liaised with the Legal Consultant regarding legal requirements of contracts administration, applying policies and procedures to meet legal and regulatory requirements.
- Developed and maintained a strong working relationship with contractors and project team.

Apr 2005 - Sep 2010  WSE-CO | www.wse-co.com  
Tehran, Iran  
Apr 2005 - Mar 2008  Project Engineer

Company Profile:  
Mid-tier construction contractor established in 1989 with more than 1500 people providing professional engineering and construction services to the infrastructure, civil construction, resources and commercial sectors.

Key Project (Mar 2008 - Sep 2010):  
- Project Scope: Construction of highway
- Project Budget: $112 million budget

Project Details:  
- Managed and coordinated the construction of a 45km six lane highway with three concrete bridges and different culverts, earthworks, asphalt and guardrails.

Key Duties:  
- Managed tenders, provided bid documents and evaluated proposals for civil works and construction projects.
- Reviewed and assessed tender and contract terms and conditions.
- Assessed cost and scheduled implications in the preparation of claims and variations.
- Provided advice and support to contract administration personnel in relation to contract management.
- Participated in negotiations with contractors and suppliers, issuing award of contracts and decline notices.
- Contributed to the completion of works in accordance with the contract requirements by monitoring activities to ensure works are fulfilled in compliance with the project plan.
- Prepared and implemented standard documentation, templates and forms in relation to contract management.
- Monitored subcontractors’ progress and verified monthly payment invoices.
- Administered all claims, variations, progress payments and contract correspondence.
- Liaised with subcontractors in regards to contracts and claims and resolve issues.
- Built and maintained effective working relationship with local contractors and suppliers.
Employment History

Project Engineer (Apr 2005 - Mar 2008)

Key Project:
Project Scope: Construction of an embankment reservoir dam
Project Budget: $98.5 million budget

Project Details:
- Managed and coordinated drill & blast activities in order to produce materials such as rock fill from open pit mines, involving bulk and detailed earthworks, excavation, earth filling, concrete structures, camps and access roads using a process similar to the open pit method used on mining sites.
- Project involved the production of materials from various places in the embankment which we called mines.

Key Duties:
- Site supervised and coordinated infrastructure civil construction projects from conception through to completion including bulk and detailed earthworks, excavation, earth filling, concrete structures, camps and access roads
- Defined all scopes of works and managed the project to ensure project objectives and agreed specifications are achieved.
- Ensured the highest levels of OHS/QA are enforced.
- Created work packages to deliver the scope of project works.
- Identified and organised services, equipment and materials required to perform the work scope on various projects.
- Prepared shop-drawings and assisted in the preparation of work method statements.
- Reviewed and analysed technical documentation.
- Coordinated procurement, resource allocation and material forecasting.
- Demonstrated a strong commercial acumen, financial management skills and proficiency in programming.
- Provided a high level of support and advice with technical and design issues.
- Developed and implemented environmental and safety systems.
- Provided engineering support to the project team and managed contractors.
- Developed appropriate solutions to resolve a broad range of site issues.
- Liaised with Site Manager, Client Engineers and subcontractors to discuss and resolve issues.
- Interpreted and applied acts, regulations and legislation relevant to the civil construction industry.

Achievements:
- Successfully resolved a delay problem by proposing an innovative method to implement diversion culvert and cofferdam simultaneously, thus fast-tracking and preventing project delay by 20%.
- Suggested and designed a wooden formwork (instead of a metal) for a special concrete structure, resulting in cost savings of constructing the formwork by 50%.

Computer Skills

- MS Word
- MS Excel
- MS Project
- Primavera P6
- AutoCAD
- Email and internet

Personal Details

Nationality: Iranian
Date of Birth: 18 September 1981
Languages: Fluent English, Persian and Kurdish
Health: Excellent, physically fit
Interests & Hobbies: Travelling, fishing, swimming and socialising

Referees Available on Request
Thank you for taking the time to review our samples of work. All documents are custom designed for each individual client, however we understand you would like to feel confident in our quality and experience hence the samples provides a valuable insight into the positive difference we can make to your career success. I would be pleased to work with you and provide support with all your job application requirements.

Monique Thompson

Company Director, Résumé Writer, Career & Interview Coach

Contact Details

Email: success@miningresumes.com
Phone: 1300 737 863 or 0438 737 863
Consultations available during business hour or after hours