



# ENSIEH HEKMAT

## PROJECT CONTROL & BUSINESS OPERATIONS PROFESSIONAL

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### CORE COMPETENCIES

- Project Control & Performance Reporting
- Supply Chain & Inventory Management
- HR Business Partnering & Workforce Planning
- Stakeholder Coordination
- Process Improvement & Auditing
- Financial Reporting & Bookkeeping
- Executive Reporting
- Procurement (PR/PO)

### EDUCATION

**Bachelor's Degree, Business Management** Azad University of Shahreghods, Tehran · GPA 18/20

**Associate Degree, Business Management** Tehran

**Diploma, Accounting** Tehran · GPA 17/20

### CERTIFICATIONS

- HCNP – Routing & Switching **2017**
- HCNA – Hardware Installation **2017**
- ISDP / ERP (Huawei Systems) **2016**
- EHS Certificate **2015**
- Supply Chain Skills **2013**
- Business English (320 hrs) **2007**
- Advanced Excel **2007**
- ICDL — Computer Skills **2006**

### LANGUAGES

**English**  
Professional working proficiency

**Persian**  
Native

### PROFESSIONAL SUMMARY

Business operations professional with 18+ years of progressive experience across project control, supply chain management, HR business partnering, and financial accounting within the telecommunications, publishing, and oil & gas sectors. Demonstrated strength in supervising project control functions, delivering executive-level performance reporting, and coordinating cross-functional stakeholders in fast-paced corporate environments. Recognized for analytical rigor, process improvement, and clear communication with senior management.

### PROFESSIONAL EXPERIENCE

#### AMS (FM) Maintenance Coordinator — Ooredoo NOC Office (Acceptance)

Huawei Tech. Investment (Oman) LLC — Muscat, Oman | Sep 2022 – Present • ACTIVE NOW

- Maintain and update site status records, tracking outstanding technical snags throughout the site handover and acceptance lifecycle.
- Monitor open issues through resolution, liaising with cross-functional stakeholders to ensure timely follow-up and closure.
- Compile weekly, monthly, and annual project performance reports, including consolidated site acceptance status and outstanding items.
- Facilitate communication and coordination across NOC Facilities Management, Huawei project, and Ooredoo QA teams to support seamless project execution.

#### Project Controller Supervisor — Project Planning & Control

BUN Holding Company — Tehran, Iran | Jun 2020 – Aug 2022

- Supervised the Project Control team, overseeing planning, monitoring, and performance evaluation across the organization's project portfolio.
- Chaired project planning and progress review meetings with project managers and cross-functional stakeholders.
- Developed and prioritized project plans aligned with the organization's key strategic and profitability objectives.
- Tracked project milestones, deliverables, and schedules against approved baselines to ensure on-target performance.
- Evaluated project performance against agreed KPIs, targets, and milestones.
- Prepared monthly performance reports and presented key project updates to senior management and CEOs.

Huawei Technologies Co. — Tehran, Iran | Telecommunications (Jun 2009 – Jun 2020)

#### Project Controller — Documentary Operation Centre (DOC)

Jun 2019 – Jun 2020

- Monitored and reviewed project HR plans and forecasts for alignment with organizational and project requirements.
- Supported internal project control and audit activities to maintain compliance with established standards.
- Tracked project performance and progress, following up on deviations and outstanding issues.

- Prepared and controlled daily, weekly, and monthly project reports per management and Project Manager requirements.

### **Project HR Interface — Program Management Office (PMO)**

Mar 2014 – Apr 2019

- Planned and forecasted project resource requirements while monitoring associated HR costs.
- Partnered with HR Business Partners and Project Controllers to manage resource allocation, working hours, and overtime.
- Organized workshops and knowledge-sharing sessions to strengthen HRBP process understanding and performance.
- Monitored staff Competency & Qualification (C&Q) requirements and maintained supporting project records.
- Coordinated between project teams and department managers on resource planning and project-related requirements.
- Managed PR/PO processes, coordinating with relevant departments to ensure timely procurement processing.

### **Delivery Inventory Specialist — Supply Chain Management (SCM)**

Apr 2011 – Mar 2014

- Managed local purchase inventory and monitored material availability against project requirements.
- Conducted monthly, quarterly, and annual stock counts, maintaining accurate inventory records.
- Coordinated with project teams to secure material availability in support of project targets.
- Performed onsite warehouse inspections, monitoring equipment condition and DHL warehouse/delivery activity.
- Coordinated the scrapping of damaged, obsolete, and unused materials in line with approved plans.
- Monitored and followed up on Material Requests (MR) and Return Notes (RN).
- Analyzed inventory-related issues, partnering with relevant teams to resolve and prevent delays.
- Tracked inventory activity against schedules to ensure on-time achievement of delivery targets.

### **Project Controller — MTN Irancell WiMAX Project**

Jul 2009 – Mar 2011

- Monitored project progress and prepared regular status reports on activities and milestones.
- Participated in internal project meetings, following up on agreed actions and outstanding issues.
- Prepared Purchase Requests (PR) and supported the Material Request (MR) process.

### **Accountant — Finance**

APS (Awdge Pazhoohesh Sana'at) Co. — Tehran, Iran | Jun 2008 – Jun 2009

- Prepared financial reports and maintained financial statements using the Rahkaran accounting system, ensuring accurate bookkeeping in accordance with domestic standards.