

Ray Sabet

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A positive energetic with deep experience of development and implementation of project management system & standards management systems, Business process and performance improvement, organizational planning and development, preparation of business plan, WHS, auditing, mentoring and management consultant. Possesses excellent interpersonal communication and negotiation skills with the ability to develop and maintain mutually beneficial internal & external relationships. Extensive experiences in:

- Business analysis, Problem solving and making improvement based on process improvement.
- Development and implementation management systems based on international ISO standards.
- Development and implementation of project management knowledge areas, PMO and agile.

1. Education

- **M.A.** in Industrial Management (2004- 2007)
- **B.S.** in Applied Physics (1995-1999)

2. Qualifications & Skills

- Certified Management Consultant (CMC) from the International Council of Management Consulting Institutes.
- Complete domination on project management knowledge areas based on PMBOK
- Complete domination on quality management system in all sectors based on ISO 9001 and lead auditor.
- Complete domination on WHS management system based on ISO 45001 standard and HSE regulations, and methods (JHA/JSA & FMEA approach) and lead auditor.
- Complete domination on Management of Change (MOC) and Enterprise Risk Management system based on ISO 31000, ISO 17776.
- Complete domination on ISO 14001 Environmental management system and ISO 14040 and ISO14044, Environmental management Life cycle assessment and lead auditor.
- Complete domination on Energy management system based on ISO 50001.
- Complete domination on testing and calibration laboratories management system based on ISO 17025.
- Complete domination on educational organizations management system based on ISO 21001.
- Complete domination on Asset management system based on ISO 55001.
- Exceptional team working ability, flexible and strong decision-maker.
- Excellent problem-solving skills, creativity, and quick learning ability.
- Experienced with scientific and general software i.e., MS Word, Excel, Visio, MSP and social media.
- Experienced with scientific software and application base such as SharePoint, Process Maker, Bizagi and Visual Paradigm and strong experiences on “as is” organizational process analysis and improve the process in “to be” stage with ability to simulate process before implementation by ability to develop all process based on BPMS.
- First Aid Certificate – 1611879 (8H-2022)
 - HLTAID009 Provide cardiopulmonary resuscitation.
 - HLTAID010 Provide basic emergency life support.
 - HLTAID011 Provide First Aid.
- Process modeling by BIZAGI BPMS
- Process modeling by Process Maker Software based on BPMN.2 standard.
- Process modeling by Visual Paradigm Software based on BPMN.2 standard.
- Certificate IV In Work Health and Safety from OHSA (Occupational Health Services Australia)

3. Work Experience

3.1. Project Manager - Australian Productivity Council (Jan. 2022 up to now)

Part time project manager at:

- **BaxtersMTQ** (Engine system services and Auto parts distributor):
BaxtersMTQ is partnership of MTQ Engine Systems and Baxters Companies (Australia's largest diesel & turbo aftermarket sales & service provider) as a part of BAPCOR company subsidiary.
Business improvement and maintenance of quality management system based on ISO 9001 and Health and safety management system based on ISO 45001.
- **ACE Waste** (Clinical waste management services in Brisbane and Melbourne):
Business improvement and maintenance of quality management system based on ISO 9001, Health and safety management system based on ISO 45001 & WHS law and regulation, and Environmental management system based on ISO 14001 and EPA regulation.
- **Ambassador Industrial** (Rubber products manufacture in Melbourne and Malaysia factory):
Business improvement such as develop organizational chart and helping to setup QC and R&D department in Melbourne factory, updating the quality management system based on ISO 9001, and integration of all process in both factories in Australia and Malaysia.
- **Bradmill** (Fabric Manufacture): maintenance of quality management system based on ISO 9001

3.2. Cooldrive Auto Parts

3.2.1. Supervisor - Blackburn Dispatch Center (October 2021 up Sep 2023)

- Leading teams and daily work in Inward (Process, Putaway, Bulk), Despatch (Customer services and branches), and inventory such as monitoring picking and packing by employees and prepare required reports and documentation such as invoicing, updating the stuff quantities on the warehouse software, loading and replanning.
- Development and implementation of the WHS Management System to ensure compliance with WHS Act and Regulations.
- Ensure work is carried out in line with regulatory requirements and legislation.
- Promote a culture of Quality, safety, Sustainability and injury and incident prevention throughout the business.
- Preparation and documentation of internal policies, procedures, and legislative requirements.
- Promote a safe working environment and ongoing development of risk management processes.

3.3. AQC, KBS and ROHS, OTABU Certification Lead Auditor (2014-2021)

Part time lead auditor of integrated management system (ISO 9001, ISO 14001, and ISO 45001) in IRAN, OMAN and UAE.

3.4. Consulting Experiences – Operational and Execution Management Systems

- **Pars Special Economic Energy Zone Organization (PSEEZ) (2020-2021)**

Business consultant and HSE Lead

Implementation, integration, and standardization of all management systems and upgrading Quality Management System (MS) based on ISO 9001:2015, HSE MS and ISO 45001:2018, Environmental MS based on ISO 14001:2015 and Educational Organization Management System based on ISO 21001:2018.

PSEEZ project was very special project as big size organization with local government authority in Assaluye Zone located in Iran. PSEEZ organization consisting of several affiliated organizations such as **Assaluye customs, Khalij Fars Airport, Pars Port, Municipal support services, Hotels**, ... and our team implement all clause of standards such as Context of the Organization, Leadership, Planning, Support, Operation, Performance Evaluation, and Improvement in several stage of project.

The main duties are:

- Conducted pre-operational risk assessments and design risk mitigation measures and develop services risk-oriented approach.
- Design management of change (MOC) and change management approach and related process

- Develop all the required documentation, operational checks, and reports for the integration management system to be compliant with ISO 45001, ISO 14001 and ISO 9001 standards, including corrective and preventive measures.
- Coordinate projects HSEQ responsibility matrix and control of all key activities.
- Initial training of all HSEQ staff and preparation roadmap of staff competency.
- Monitor HSE/QA controllers in executing continuous audits.
- Provide HSE/QA improvement proposals stating: the non-conformance, proposed corrective action, required resources for corrective action and plan of implementation.
- Investigate the root cause HSE/QA complaints put forward by staff members, customers, clients and contractors and report the result to the Managing Directors.
- Follows up to ensure that corrective actions are implemented where necessary and ensures that any certification requirements are complied with.
- Assist with the implementation of Job Safety Analysis and inspect job site activities during particularly difficult or hazardous work situations.
- Ensure regular emergency response exercises and providing recommendations for emergency response improvements.
- Ensure that operations employees, contractors, and site visitors receive HSE inductions for theatre operations.
- Responsible for preparing written weekly and monthly HSE/QA reports, statistics and presentations related to KPI, KRI, PI and RI.

- **Fajr Jam Gas Refinery Company**

WHS / ISO 45001 Lead specialist

- **Kurdistan Gas Company**

Business consultant and enterprise risk management (ERM) Lead

Integration of all management systems and upgrading IMS based on ISO 45001:2018, ISO 14001:2015, ISO9001:2015, ISO 50001:2018 and upgrading of customers satisfaction management system based on ISO 10002:2018 and ISO 10004:2018

- Important issue of this project was preparation and finalized context of organization. We have several meetings with top manager to define mission, vision, value, stockholders expectation and requirement, overall risk related to context, SWOT analysis, revising organization chart, objective and target.
- Conducted pre-operational risk assessments and design risk mitigation measures and develop services risk oriented approach.
- Design management of change (MOC) and change management approach and related process
- Develop all the required documentation, operational checks and reports for the integration management system to be compliant with ISO 45001, ISO 14001 and ISO 9001 standards, including corrective and preventive measures.
- Coordinate projects HSEQ responsibility matrix and control of all key activities.
- Initial training of all HSEQ staff and preparation roadmap of staff competency.
- Monitor HSE/QA controllers in executing continuous audits.
- Provide HSE/QA improvement proposals stating: the non-conformance, proposed corrective action, required resources for corrective action and plan of implementation.
- Engage in continuous knowledge development regarding best practices, tools, techniques, and performance standards.
- Develop technical procedures, templates, and opportunities for improvement for the business and staff.
- Develop required process for evaluating customers' satisfaction and set some point for identifying unsatisfying customers.
- Implementation of organization risk management based on ISO 31000:2018 and revising hazardous risk assessment by client team. Preparation of RBS, P&I Matrix, ERM Master List, Risk Classification, dashboard, ... and related template.

- In every meeting, we have general approach for revising ERM:
 1. Revising ERM based on accidents have happened and real anomaly reported.
 2. Revising ERM based on integrity and equalization of effects. For example, everywhere written death the number of effects revised to Max value, there were so many unbalanced data in HSE risk analysis.

3.5. HSE/QA Manager and PMO advisor

Pars Hassas Company (2008-2010 & 2012-2018)

Pars Hassas Company has been active in Engineering, procurement, construction, commissioning and Maintenance at Oil, Gas and Petrochemical, Drilling, Water, Power Plant and Mining industries.

Responsibilities include:

- Management Responsible for HSEQ integrated management system.
- Implementation of Project Management system and develop PMO (Project Management Office) in the company.
- Coordinate projects HSEQ responsibility matrix and control of all key activities.
- Preparation of relation between all projects motivation rewards and HSEQ integrated management system.
- Initial training of all HSEQ staff, Preparation roadmap of staff competency and Create HSEQ KM Center.
- Conducted pre-operational and operational risk assessments and design risk mitigation measures based on:
 - Product/services risk-oriented approach bases on ISO 9001:2015
 - EFMEA approach bases on ISO 14001:2015
 - FMEA and JHA (JSA) approach bases on OHSAS 18001:2007 and updating to ISO 45001
- Develop all the required documentation, operational checks and reports for the integration management system to be compliant with OHSAS 18001, ISO 14001 and ISO 9001 standards, including corrective and preventive measures.
- Monitor and Manage HSEQ controllers in executing continuous audits and coordinate audit schedule.
- Provide HSEQ improvement proposals stating: the non-conformance, proposed corrective action, required resources for corrective action and plan of implementation.
- Investigate the root cause HSEQ complaints put forward by staff members, customers, clients and contractors and report the result to the Managing Directors.
- Follows up to ensure that corrective actions are implemented where necessary and ensures that any certification requirements are complied with.
- Assist with the implementation of Job Safety Analysis and inspect job site activities during particularly difficult or hazardous work situations.
- Assist project managers in the preparation and presentation of field HSEQ meetings.
- Ensure regular emergency response exercises and providing recommendations for emergency response improvements.
- Ensure that operations employees, contractors, and site visitors receive HSE inductions for theatre operations.
- Responsible for preparing written weekly and monthly HSEQ reports, statistics and presentations related to HSEQ/IMS performance or Key Performance Indicators (KPI).

Project List:

- Pars Petrochemical Company – Total Maintenance Project
- Kavian Petrochemical Company – Total Maintenance Project
- Gas refinery Maintenance project -South Pars Gas Co.-Phase 12
- Gas refinery Construction project -South Pars Gas Co.-Phase 15-16
- Gas refinery Construction project -South Pars Gas Co.-Phase 22-24
- Comprehensive Engineering Services at AryaSasol Polymer Co.
- Tondoguan Petrochemical Company – Total Maintenance Project

<http://www.parshassas.com>

3-7- Shiraz University of Medical Sciences Research project (Jan.2011– Apr.2011)

The main purpose of research was identifying the instructional headings of entrepreneurship in the domain of medical sciences based on the viewpoint of students and professors of different faculties of the University of Medical Sciences towards different general, technical, and managerial skills. This research seeks to investigate the relationship between the variables of a given problem and it is a quantitative explanatory-survey based on library studies.

Project output presented at 3rd International Conference on Entrepreneurship - Tehran University.

The part of study related to compare the successful experience in universities entrepreneurship in Harvard University, University of Cambridge, University of Oxford, Graduate School of Stanford Business, and University of Washington.

3-8- Senior HSEQ Specialist

Farsun Control Company (Nov.2007–Sep.2008)

FSC has been active in MC (Managing of Contractors) and procurement services in Mamasani Petrochemical Company and Kazeroon Petrochemical Company and implementation ISO 9001 in my related projects. Development project-oriented approach to all projects and develop project management office (PMO) in the company and all projects were big issue requested by stakeholders. My achievements presented at the 4th International Project Management conference, Tehran University, IRAN.

3-9- Project Control and Planning Coordinator

Mehvarsazan Construction Company (Mar.2005-Oct.2007)

Mehvarsazan has been active in construction, pre-commissioning and commissioning at oil, gas and petrochemical industries. Responsibilities include:

- Project manager advisor, Technical Office coordinator, monitoring & controlling Construction activities, and notifying the sub-contractor delays.
- Planning, scheduling, progress monitoring, forecasting, risk assessment, change management, invoice validation, claim analysis, asset capitalization and project close-out activities.
- Kept communication with the stakeholders at top levels.
- Approve work progress appraisal of each contract and site physical progress.
- Monitoring & controlling Engineering, Procurement, site mobilization, construction, Pre-commissioning and commissioning schedule and compare it with target plan.
- Organized weekly and monthly progress meetings and prepare issue list that should be decided by management.
- Cooperated with technical office to evaluate contractor proposal, handled meeting and analyzed contractor construction schedule.
- Organized site mobilization plan. Gathered information about work break down structure with diverse method.

My experiences are in several projects such as:

- Engineering, Procurement and Construction of following: Civil Construction, Mechanical Erection, A/G & U/G Piping, Electrical & Instrumentation, Pre-Commissioning and Commissioning of Heavy Residue Hydro conversion (HRH 200) Plant.
- Engineering, Procurement and Construction of following: Civil Construction, Mechanical Erection, A/G & U/G Piping, Electrical & Instrumentation, Pre-Commissioning and Commissioning. The New Crude atmospheric and Vacuum Distillation Units and Modification of Existing Crude atmospheric Distillation for Upgrading the plant capacity from 25000 to 50000 Bpd in Lavan Oil Refining Company
- Civil Construction, Equipment Erection, Steel Structure, A/G & U/G Piping, Paint & Insulation, Electrical, Instrumentation, Pre-Commissioning and Assistance in Commissioning of 2nd Zagros Mega Methanol project.

My achievements presented at the 1st national conference on Change Management, Isfahan University, IRAN.

3-10- Project Control and Planning Specialist

Arya Sasol polymer Company (Feb.2003–Mar.2005)

ASPC is an international company has been active in olefin; HDPE and LDPE produce in IRAN. Sasol Company and Iranian petroleum industries Development Company are two main stockholders of ASPC.

3-4- Voluntary Experience

- Mentor of Women Enterprise & Community Projects (WEC) program (Jul. 2021-2023)

WEC program under the Victoria Department of Families, Fairness and Housing (DFFH) is a unique program for empowering entrepreneur women in Melbourne and started in July 2021. I am working with Mentees to improve their skills and writing business ideas, Preparing the CANVAS model and preparing to pitch for presentation and get the grant or start their business.

- Mentor of RMIT University (2018-Present)

Mentoring students based on the university scope of work and leading and introducing them to management consulting experiences and methods.

- Overseas Voluntary Experience

- Member of JTC 1 / SC 36 ISIRI.ORG (Including to ISO organisation)

References Available on Request