



Paul Daniel

Team Lead

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Handling Team with over 6+ years of experience in managed 20+ resources, totally 100+ members are trained in my carrier and 10+ projects sucessfully completed in HTC-ITES department. Excellent track record of handling projects, with an average performance rating of 4.3/5 over the past 6 years.

Experience

Team Lead

HTC Global Services, Chennai | Feb 2014 to Mar 2021

- Planned, scheduled and delegated daily work to team of employees.
- Generated and perpetuated **daily, weekly** and **monthly reports**.
- Projected **pivot reports** and **charts** for productivity and quality trends visually through email.
- **Fitch and Extract reports from Sql database for data Analysis**
- **Analyze data using MS Excel** to validate an accuracy of the report
- Evaluated team by Ensuring the report numbers.
- Tracked daily production and inventory usage to support operational planning and strategic decision making.
- Manipulated various operations and email support factors regularly.
- Responsible for **client deliver's** and project reports.

Vendor Team Coordinator

HTC Global Services, Chennai | Oct 2020 to Mar 2021

- Administered to send and receive instruction documents and all 5+ project files.
- Handled 5+ projects and 8 vendor companies for my company project requirement.
- Thoughtful to break down problems, evaluate solutions and make decisions efficiently.
- **Generate reports using SQL database tools for various server's**
- Delivered quality and productivity feedback to enhance vendor performance on a regular basis through calls and zoom meetings to reach grater 95% accuracy.
- Developed and maintained courteous and effective working relationship with vendor organizations.

Education

- **Data Science Using Python**
IIT Madras – Guvi | Chennai | May 2021 to Dec 2021
- **B .E. Electrical and Electronics Engineering**
Vi Institute of Technology | Chennai | Sep 2009 to May 2013

Technical Skills

- **Advanced MS Excel** - (6y+ Exp)
- **SQL** - (3y+ Exp)
- **VBA (Macros)** (1+ Exp)
- **Power BI** - (1 year)
- **Python** - (1+ year)
- **Mango DB** - (8 months)
- **Machine Learning & AI** - (10m)
- **AWS**
- **Tableau**

General Skills

- **Multi-Tasking**
- **Data Visualization**
- **Statical Analysis**
- **Data Analytics**
- **Workflow Analysis**
- **Project Management**
- **Strong decision maker**

Certification

- **Power BI**
- **Business Analytics with Excel**
- **Amazon Web Services (AWS)**

Language

- **English**
- **Tamil**