



Paul Daniel

Team Lead

✉ pauldaniel1991@gmail.com ☎ +91-9789030524

Handling Team with over 6+ years of experience in managing 20+ resources totally 100+ members are trained in carrier and 10+ projects successfully completed at Company HTC. Excellent track record of handling projects, with an average 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.
- Monitored and evaluated team by identified based on report numbers.
- Tracked daily production and inventory usage to support operational planning and strategic decision making.
- Manipulated various operations and 20+ email support factors regularly.
- Administrated shipment activity 100 percentage and project reports visually.

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 99.8% efficiently.
- Delivered quality and productivity feedback to enhance vendor performance on a regular basis through call and zoom meetings to reach grater 95% accuracy.
- Developed and maintained courteous and effective working relationships 99.8%.

Education

- **Data Science Using Python**

IIT Madras – Guvi | Chennai | May 2021 to Mar 2022

- **B .E. Electrical and Electronics Engineering**

Vi Institute of Technology | Chennai | Sep 2009 to May 2013

Technical Skills

- Power BI
- Python
- MySQL
- Machine Learning & AI
- MS Excel
- AWS
- Tableau

General Skills

- 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