**Adeel Manzoor**

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| **Personal**  **Information** | **Father’s Name** Manzoor Khan  **Date of Birth**  08-01-1987  **Gender** Male  **Marital Status**  Married  **Nationality** Pakistani  **City/Region** Quetta  **NIC Number** 54400-2564501-1 | |
| **Objective** | Striving for the achievement of professional excellence in a competitive environment, reputable organization where development Is valued and leads to ample, growth opportunities in the Field of Public Sector or IT / Telecommunication. | |
| **Academia** | * **B.E (Bachelor of Engineering) (Mechanical)**   Balochistan University of Engineering and Technology, Khuzdar, Balochistan.   * **HSSC (Higher Secondary School Certificate)**   B.I.S.E Quetta   * **SSC (Secondary School Certificate)**   B.I.S.E Quetta | |
| **Areas of Interest** | Process Industries  Automobile Industry  Power Plants  Production Industries | |
| **Computer Expertise** | DIT  MS-Office Package  Power BI  Tableau  QGIS  Adobe-Photoshop  Visual Basic  Networking  Internet Browsing | |
| **Languages** | Fluent in **English, Urdu, Pashto, Brahui, Hindko** and **Persian** Languages | |
| **Extra-Curricular Activities** | * Research based activities, Book Study * Cricket, Football and Internet Surfing | |
| **Skills Profile** | | ***Communication & Team-work***   * *Clear presentation skills developed through university study*   ***Interpersonal Skills***   * *Knowledge of data visualization*   *tools such as (Tableau, Power BI, Power Point, QGIS)*   * *Regression Analysis* * *MS-EXCEL* * *MS-WORD* * *Effective Communication* * *Data Warehousing* * *Quantitative Methods* * *Data Analysis* * *Data Quality Management* * *Organization Behavior and Management* * *Relationship management skills; the ability to establish*   *effective working relationships with people at all levels, internally and externally.*   * *Work effectively both as team member and independently.* * *Problem-solving.* * *Customer relationship Management* * *Hard worker, flexibility and fast learner.* * *Good analytical and writing skills.* * *Ability to manage conflicts and resolve problems effectively* * *Leadership skills including team building* * *Human Resource Management* * *Training and Development* * *Good written and verbal communication skills, particularly  when explaining numerical data.* * *Ability to use analysis in order to drive improvements  in performance* * ***Engineering:*** * *CONTROLING OF HVAC* * *Chillers (Carries, Sabro, York).* * *Ahu (air handling unit)* * *DC (Dust collector)* * *Cooling tower, Pumps, Welding, Ducting* * *Knowledge of air condition* * *Can operate plants of HVAC* * *Knowledge of maintenance of all above mentioned equipment’s.* * *Processing and monitoring of EJO’s* * *Keeping the record of break down and preventive maintenance* * *Developing of SOP’s* * *KPI (key process indicator)* * *Preparing the monthly review presentation* * *Performed activities assigned by higher manager* * *Supervise Mechanical Projects* * *Dealing office walk-Ins* * *Project of installation of diffèrent Mechanical Equipment* * *Activity involved in office management* * ***March 2019 – Till Date***   ***Data Support Officer******• Deputy Commissioner Office, District Emergency Operation Cell (DEOC), Quetta •*** [***Chip Training & Consulting – CTC (Pvt.) Ltd.***](http://www.ctc.org.pk/)  ***Responsibilities:***  ***Key Performance Indicators:***   * *Act as the software champion providing technical assistance to the overall project team when required.* * *Analyze data sets and present findings to the overall project team and stakeholders.* * *Assist the Data Managers and UNICEF/WHO/District Administration staff with the data analysis required for*   *the evaluation framework.*   * *Using automated tools to extract data from primary and secondary sources.* * *Removing corrupted data and fixing coding errors and related problems.* * *Developing and maintaining datasets, data systems – reorganizing data in a readable format.* * *Performing analysis to assess quality and meaning of data.* * *Filter Data by reviewing reports and performance indicators to identify and correct code problems.* * *Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction.* * *Assigning numerical value to essential Data Collection functions so that performance can be assessed and compared over periods of time.* * *Analyzing local, national, and global trends that impact both the Data and the Field activities.* * *Preparing reports for the management stating trends, patterns, and predictions using relevant data.* * *Working with Tehsil data and delivery officer, Data Managers, NSTOP Manager, and Provincial Data Manager and management heads to identify process improvement opportunities, propose system modifications, and devise data governance strategies.* * *Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends.* * *Undertake activities to strengthen Data Collection understanding on UC Level and bring strategic changes.* * *Monitor data processes and work with the overall project team to maintain data integrity and reconcile data discrepancies.* * *Review the quality of the data and perform quality checks to ensure appropriate data collection meets the needs of the evaluation process*   ***Reporting Function:***   * *Produce Pre/Intra and* * *Produce monthly and quarterly performance reports for the Data Managers, demonstrating trends and patterns in social prescribing referrals and intervention activities per locality or region.* * *Analyze delivery partners performance against targets, outputs and outcomes contained in the evaluation framework.* * *Produce quarterly summative reports for Delivery Partners including; demographics, number of referrals, reasons for referrals, intervention activities and pre/post campaign assessment scores to demonstrate increase in coverages of missed children.* * *Consistently monitor and report performance issues to the Data Managers and UNICEF/WHO/District Administration.* * *Present analytical findings to overall project team to help shape future project deliver plans.* * *Respond to information requests from the* *Data Managers, UNICEF/WHO/District Administration and Delivery Partners.* * *Contribute to external evaluation process using analytical skills to produce high level reports and address any queries from external evaluators.*   ***Standard Duties:***   * *Collaborate with software provider to support the electronic information management of the project.* * *Create and maintain good working relations with all fellow employees, members of the UNICEF/WHO/District Administration.* * *Carry out any other reasonable duties required by the Project Managers, UNICEF, WHO and District Administration.* * ***March 2017 – February 2019******Team Lead******•*** ***Data Support Centre, Micro Merger (Pvt.) Ltd******Responsibilities:*** * *Provide project management expertise working with customer data managers, key decision makers, and internal team members to manage continuous process improvements, issue escalation, workload projections, and provide technical expertise.* * *Help advance our capabilities in organizing data, reporting on data and helping our District Team to get insights leveraging our enterprise data stack.* * *Respond to data and reporting related queries from internal and external Manager.* * *Daily task allocation, performance follow up and coaching of the local Data Management Team* * *Ensure that KPI’s are met (data upload)* * *Participate in coordination of tasks and projects to improve/develop the current/new processes.* * *Establish strong communications with functional leads, project managers, internal team members for resolution, and all other stakeholders* * *Train and mentor Senior/Junior Data Entry staff on Datasets* * *Ensure service and quality meet agreed timelines and deliverables.* * *Create and develop a team of high performing Data Analysts.* * *Define, communicate and support the team’s vision and mission, aligned with company goals.* * *Ensure and proactively maintain psychological safety within the team.* * *Ensure the quality and accuracy of data entered in MCTDB.* * *Randomly verify that the data entered by DEOs, all other aspects of data entry, ensure that no mistake has been done.* * *Identify all mistakes, communicate to the DC as well as relevant DEO and keep a check so that such mistakes are not repeated* * *Ensure that numbers of Tally Sheets in MCTDB are the same as per daily district report given by DC of districts.* * *Any Other Task Assigned by District Coordinators related to Data Compilation to distribute the workload.* * *Analyzing large scale complex data-sets to identify any issues and ensuring good quality data.* * *Analyzing data and suggesting process changes where appropriate.* * *Helping internal users to understand and interpret the client’s data.* * *Managing a help-desk of data related queries, in a fast-paced environment to deliver on all agreed KPIs/ SLA’s, whilst acting as a mentor for the team.* * ***September 2015 to February 2017***   ***Data Entry Operator******• Data Support Centre, Micro Merger (Pvt.) Ltd***  ***Responsibilities:***   * *Responsible for the data entry of Assigned UC.* * *Follow ups assigned by Team lead and data analyst.* * *Making a PMC List.* * *Other task assigned by Team Lead and Data Validation officer.* | |
| Experience | * **Rakhshani Builders Private Limited**   **Field Engineer Consultant (2014 to 2015)**   * **Responsibilities:** * Supervise Mechanical Projects * Dealing office walk-Ins * Project of installation of diffèrent Mechanical Equipment * Activity involved in office Management * **Merck Serono Pvt Ltd Quetta**   **Assistant Engineer (2012 to 2014)**  **Responsibilities:**  **Controlling of HVAC**   * Chillers (Carries, Sabro, York). * AHU (Air handling unit) * DC (Dust collector) * Cooling tower * Pumps * Knowledge of air condition * Welding * Ducting * Can operate plants of HVAC * Knowledge of maintenance of all above mentioned equipment’s. * Processing and monitoring of EJO’s * Keeping the record of break down and preventive maintenance * Developing of SOP’s * KPI (key process indicator) * Preparing the monthly review presentation * Performed activities assigned by higher manager * ***March 2006 to December 2007***   ***Science Teacher******• Adil English Public Model School Quetta***  ***Responsibilities:***   * *Class In charge of (8th)* * *Planning and Delivering lessons* * *Teaching Scientific Concepts* * *Demonstrating Experiments* * *Assessing Student Progress* * *Promoting Scientific Inquiry* * *Communicating with Parents/guardians* | |
| **and Reference** | References **Dr Safdar Zarkoon** **(Area Coordinator - (WHO)**  District Emergency Operation Cell, WHO Room, DC office **Contact No: 03478338333**  **Dr Asiya Bano** **(Area Coordinator- (WHO)**  *District Emergency Operation Cell, WHO Room, DC office* ***Contact No: 03122071950*  Mamoon Kasi** **(Provincial Data Officer - (CTC))**  *Provincial Emergency Operation Cell, PEOC office* ***Contact No: 03337688842***  **Dr Muhammad Yousaf** **(District Data Risk Assessment Officer- (NSTOP))**  *District Emergency Operation Cell, DC office.* ***Contact No: 03337869099***  **Dr Jan Inayat** **(District Data Risk Assessment Officer - (NSTOP))**  *District Emergency Operation Cell, DC office.* ***Contact No: 03138492244***  ***Khalid Kasi (District Communication Officer) (CTC))***  *District Emergency Operation Cell, DC office.* ***Contact No: 03337855922***  **Muhammad Haris** **(District Data Risk Assessment Officer - (CTC))**  *District Emergency Operation Cell, DC office.* ***Contact No: 03455006034*** | |