

Curriculum Vitae – Shahid Raza Malik

Telecom Engineer / Data Analyst

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Email: shahidrazamalik@gmail.com**SUMMARY OF WORK EXPERIENCE**

I am a Telecommunication Engineer having professional experience of over 30-years in Telecommunication / Tour & Travel / Data analysis utilities / HR management / Recruiting / Training, and infrastructure development works and have an extensive experience in Telecom Transmission & Distribution network planning & analysis. I have also been involved in annual development program / design & engineering of numerous Telecom Transmission projects i.e. Installation & commissioning of guyed masts and self-supporting towers, installation of all type DRS systems, laying of optical fiber cable, all type of optical fiber systems. I have extensive experience in Telecom; traffic Analysis.

I had managed Technical Audit Activities, Compile all data of Technical Audit. (USF project 2, 3, 4 and 5) and settled law and order situation by involving concern agencies in remote areas of Baluchistan.

I have also involved in Tour / Travel & tourism sector, marketing and customer care services.

Overall supporting administration and HR management. Recruiting, training, and supporting other managers as well as leading regular performance appraisals.

Retains past human resource records by planning a filing and retrieval system and keeping past and current records.

Build the company's professional network through relationships with HR professionals, colleges and other partners.

I have also extensive experience in public health sector for data analysis and has served in Polio eradication program with Micro Merger (Pvt) Ltd as District Coordinator / team lead in UNICEF polio Program. Sharing critical analysis with UNICEF on basis of CBV-Tools.

Overall supporting administration and HR management. Supervision of >95 different cadre staff.

Resolve day to day HR matter at DSC, also member of disciplinary committee.

Educational Qualification

Course	Period	Subject	Institution
B.Sc	1987-1989	Math-A/C - Math B/C - Statistics	University of Baluchistan
F.Sc	1885-1887	Pre-Engineering	Science College Quetta
Matric	1984-1985	Science	Tameer-i-Nau High School Quetta

Professional Qualification

Telecom Engineering (Certificate)	1989-1992	Satellite Communication	PTCL Staff College Haripur
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Profession Short Courses

SDH	1995	OPS Configuration	R.T.T.S Karachi
IRT2000 (TDMA)	2000	Rural Telecommunication	In House PTCL
PDH	1998	Modulation	In House PTCL
ENMS	2002	Edge Network Management System	CTI Islamabad
VHF	1996	Frequency Distribution	CTI Islamabad
DRS	1998	Digital Radio Troubleshooting	CTI Islamabad
Optical Fiber	2000	OPC Splicing	R.T.T.S Karachi
RDBX	2000	Radio Exchange	PTCL Staff College Haripur
Radio Servicing	1990	Basic Electronics	Int; Institute of Technology
Computer Certificate	Various Periods	MS. Office, Internet Surfing- Software Hardware Installation & Trouble Shooting - Management System etc.	Adorn Computer Centre Quetta

Computer Applications

- ✓ Digital Radio System operating software.
- ✓ ENMS (Edge Network Management System).
- ✓ Abacus (IATA Ticketing Booking System).
- ✓ Microsoft Office (extensive use of MS. Word, Excel and Power Point)

WORK EXPERIENCE

Micro Merger (Pvt) Ltd Islamabad
Data Support Center Quetta
 (IT Services Consulting and Business Solutions)

District Coordinator
 (Feb 2017 to Feb-2020)

Responsibilities:

- ❖ Coordination with UNICEF Provincial Team, District and UCs Staff
- ❖ Department configurations and staff responsibilities.
- ❖ Data extraction, reporting and analysis tools, ensure integrity of data, verifying information regarding data quality and data completeness, Perform and analyze performance based data for all staff.
- ❖ Attend meetings and assist with determination of project requirements.
- ❖ Prepare project organization and communication charts.
- ❖ District Coordinator is integral member of the project team responsible for effective delivery in due time at district level. The District Coordinator is responsible for technical tasks like distribution, collection of data and report generation.
- ❖ Provide additional reports to EOC when and where required and present data at DPCR and EOC.
- ❖ Communication and coordination with UNICEF Focal person for updates of assigned districts.
- ❖ Organizing, delivering and evaluating reports as per the strategic plan.
- ❖ Send reports to UNICEF focal person and project manager.
- ❖ Communication with field staff (DHSO's and DSO's).
- ❖ Keep records for future reference and check.
- ❖ Before Campaign, must have the Micro Plan of the Assigned District to plan out the task of DEO's as per the expected tally sheets of each day.
- ❖ Assign and monitor data entry and validate correct entry randomly by assigned team and district.
- ❖ Generate the list of missed children and shared with field.
- ❖ Keep close communication with team lead and field staff for timely receiving data from field.
- ❖ Inform UNICEF focal person if there is any delay in data receiving or bad data.
- ❖ Update on daily basis to UNICEF focal person for data status.
- ❖ Inform Project Manager if there is any issue in data entry or with DEO's which can create backlog so timely action can be taken to minimize the backlog.
- ❖ Make a check and balance on DEO's for data quality and accuracy.
- ❖ Communicate to senior management through emails regarding project updates and reports.
- ❖ Any report preparation ordered by UNICEF focal person or Project Manager.
- ❖ Perform any other assignment given by the authorities.
- ❖ Activity involved in Office Management.

Micro Merger (Pvt) Ltd Islamabad
Data Support Center Quetta
 (IT Services Consulting and Business Solutions)

Team Lead
 (Jun 2016 to Feb-2017)

Responsibilities:

- ❖ Manage Team Lead Assignments.
- ❖ Manage collection of Polio data from field either via WhatsApp or by hand.
- ❖ Communication with field staff for data collection and correction.
- ❖ Supervise data entry process.
- ❖ Validation of data before reports generating.
- ❖ Generates different analysis reports from Data base.
- ❖ Dealing Office Walk-Ins.

Qaynat Travels (Pvt) Ltd Quetta

(Air Travel Agent, Tour Operator)

General Manager

(Jan 2015 to Jun 2016)

Responsibilities:

- ❖ Assign targets of Sale.
- ❖ Assign Customer Care Services / Issue.
- ❖ Arrange Tour Programmer as Desired by Customer.
- ❖ Dealing Office Walk-Ins.
- ❖ Activity involved in Office Management.

NERA Telecommunication Pakistan (Pvt) Ltd

Level-III Support Agreement

Senior Engineer

(Jan 2014 to Dec 2015)

Responsibilities:

- ❖ Level-III O & M Support of NERA DRS links in PTCL Network Baluchistan.
- ❖ Dealing Office Walk-Ins.
- ❖ Activity involved in Office Management.

NARIMAN (Pvt) Ltd

(Telecom Engineers & Consultant)

Surveyor Engineer**(On call)**

(Nov 2013 to April 2014)

Responsibilities:

- ❖ Technical survey of Alcatel Optical Fiber System 200G. (Quetta-D.G.Khan-Shekarpur-Quetta Ring Shape / Quetta-Karachi-Hyderabad-Shekarpur Ring Shape)
- ❖ Compile all data regarding Technical Survey (Including, Running Optical Fiber Cable Testing, System Installation Feasibility, Feasibility of Power Plant and Civil Work)

TEACH Islamabad

(Telecom Engineering and Consulting House)

Technical Auditor**(On call)**

(Nov 2013 to Jan 2015)

Responsibilities:

- ❖ Technical Audit of USF Project 2, 3, 4 and 5.
(Technical Audit of Optical Fiber Cable / ISP / OSP / Power Plant)
(1. OFC Link Quetta-Ziarat 2. OFC Link Quetta-KillaAbdullah 3. OFC Link Quetta-Barshor 4. OFC Link Quetta-DIK 5. OFC Link Ziarat-Harnai 6. OFC Link Quetta-Khuzdar)
- ❖ Compile all data of Technical Audit.
- ❖ Manage Technical Audit Activities and settled law and order situation by involving concern agencies in remote areas of Baluchistan.

<p><u>Neelum International Tour & Travel (Pvt) Ltd</u> <u>Quetta</u> (Air Travel Agent, Tour Operator)</p>	<p>General Manager (Customer Care & Booking) (August 2009 to Nov 2013)</p>
<p>Responsibilities:</p> <ul style="list-style-type: none"> ❖ Assign targets of Sale. ❖ Assign Customer Care Services / Issue. ❖ Arrange Tour Programmer as Desired by Customer. ❖ Dealing Office Walk-Ins. 	

<p><u>Adorn Associates Quetta</u> (Consultant, Contractor, Architect, also deal in office equipment & Computer Training Center)</p>	<p>Project Director / Principle (Feb 1993 to 2005)</p>
<p>Responsibilities:</p> <ul style="list-style-type: none"> ❖ Completion of Optical Fiber Laying projects in all respect. ❖ Project of installation of different Optical Fiber System (SDH) Equipment in Interior Baluchistan. ❖ Supervise Civil Project i.e. Installation of Self Supported & Guyed Wire Supported Towers. ❖ Dealing Office Walk-Ins ❖ Activity involved in Office Management. ❖ Assign targets of supplying of office equipment. ❖ Manage Computer Training courses & Administration. 	

<p><u>Pakistan Telecommunication Company Limited</u> (Largest Communication Company in Pakistan)</p>	<p>Engineering Supervisor / Assistant Engineer (Since 1989 to June 2005)</p>
<p>Responsibilities:</p> <ul style="list-style-type: none"> ❖ Operation & Maintenance of Digital Microwave systems. ❖ Operation & Maintenance of analog Microwave systems. ❖ Operation & Maintenance of DRS Systems, TDMA, PCM Systems, PDH, SDH. ❖ Installation of Transmission Equipment in Interior Baluchistan. ❖ Installation of guyed masts and self-supporting towers in interior Baluchistan. ❖ Involved in Survey, Monitoring and Installation of Transmission Equipment. ❖ Project of ADP of VHF systems Installation (1994-95 / 1995-96 / 1997-98 / 1998-99). ❖ Project of ADP of RDBX Installation. (2003-04 / 2004/05) ❖ Dealing Office Walk-Ins ❖ Activity involved in Office Management. 	