

# Geevan Ramalingam

BSc(Hons) Quantity Surveying

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## Objective

Seeking a **Data Analyst** position in your organisation.

## Summary of Professional Experience

Chief Operations Officer	2018-2021
Training Specialist	2012-2015
Training Producer	2010-2012
Sponsorship Sales	2006-2010
Quantity Surveyor	2001-2006

## Information Technology Skills

### Programming in Python 3.x

- String and numeric formatting
- Functions, program flows
- If, else, for loops, while loops
- NLP, SQLite3, GUI, Web Scraping, Data Collection, Cleaning, Exploration, Analysis and Visualisation

### Python Pandas Library

- Data exploration with Dataframes
- Reading data from CSV, XLSX, Databases and text files
- Cleaning data with Python string formatting
- Analysing data using NLP

### SQL & Google Cloud Big Query

- SQLite3
- MS SQL Server 2019 & MS SQL Server Management Studio (SSMS)
- Google Cloud Big Query
- Creating Tables, Inserting Data, Updating Data, Extracting Data, Primary and Foreign Keys, Relational Databases & Joins
- Updating tables with Python
- Storing web scraping data into databases

### Matplotlib, Power BI & Tableau, DataWrapper

- Visualising data with matplotlib & DataWrapper
- Creating line, pie and bar charts, scatter plots and histograms
- Basic Visualisation using Tableau & MS Power BI

### Web Development (Wordpress, HTML & CSS)

- Developing Wordpress websites with WooCommerce & Website builders like Elementor

### Web Scraping (Selenium, Requests, BeautifulSoup & Scrapy)

- Scraping publicly available data from dynamic and static websites
- Using rotating proxies, VPN and Tor clients for anonymous scraping
- Parsing page sources, cleaning data and storing into CSV, XLSX and databases for further analysis
- Web Automation with Python Selenium

### Python GUI (Graphic User Interface) Application Development (PyQt5, PyQt6 & Pyside6)

- Building very powerful desktop applications that can be used on all popular platforms (Windows, Mac and Linux), using the same code
- PyQt & PySide Applications can be used to scrape data, store data in built-in SQLite3 databases that are light but store terabytes of data
- PySide Applications are under the GNU Lesser General Public License (LGPL) which makes it free to use
- Building Data Products that is customised for unique demands and usage depending on various use cases

### Microsoft Office

- Excel, Word, Powerpoint & Outlook

## Formal Education

**BSc (Hons) in Quantity Surveying (QS)** from the University of Greenwich, UK

**Google Data Analytics Certificate** by Google and Coursera

**Getting Started in Power BI** by Coursera

## Professional Experience

**Chief Operations Officer** at The Educational, Welfare & Research Foundation Malaysia (EWRf) [www.ewrf.org](http://www.ewrf.org)

2018-2021

EWRf is a local 43 year old Non-Government, Non-Profit foundation focusing on developing the impoverished, vulnerable and marginalised communities in Malaysia through the empowerment and education of its youth. EWRf at the time of employment had 16 branches in 7 states with a headcount of 18 full-time personnel & more than 150 active volunteers.

### Responsibilities

- Reporting to the Executive Board (Central Committee Members)
- Carrying out all strategic activities of the foundation
- Overseeing the integrity, efficiency and effectiveness of all daily operations at the headquarters and its 16 supporting branches across 7 states
- Ensuring all projects met objectives within the proposed budgets and timelines
- Preparation of grant applications and funding proposals
- Management of the foundation assets
- Selecting, hiring, developing and retaining a motivated and inspired team
- Overseeing arrangements of all events, such as facilitator trainings, fundraising functions, national sport tournaments and drama competitions
- Developing and overseeing new ideas and platforms that create more awareness on the foundation's work while attracting funding and donations such as live webinars on social media
- Designing, developing & maintaining the foundation's official website ([www.ewrf.org](http://www.ewrf.org))
- Overseeing all media & publicity efforts, including press releases, designing of print as well as social media promotional materials, monthly newsletters and the foundation's annual report

### Achievements

- Hired, trained and retained 8 staff, 2 part-timers and 5 interns in addition to the existing 4 staff
- Managed a total of a 18 staff team for 3 major projects running concurrently
- Applied and received grants, donations and sponsorship amounting to RM 1,570,000 from 2019 to 2021
- Sourced donations of used Personal Computers that were then distributed to Islamic Schools worth RM 91,000
- Sourced two container loads of hand sanitisers valued at RM 800,000 to be distributed to B40 (Low-income households)
- Successful completion of the English for Juniors, Civil Society Intervention and Counselling programmes that reached out to approximately 3950 students and 300 adults in 2 years
- Successful implementation of weekly online webinars and Facebook Live sessions where some had reached up to 5,000 viewers
- Successful national campaign for creating awareness of Technical & Vocational Education & Training (TVET) for marginalised communities which saw a record breaking 230 % increment in the enrollment of students into Government run Skill Training Institutions (ILP)
- Designed, developed & maintained the foundations new website with incorporating a whole new look and donation functions that saw an average of 1,000 visitors a month plus a total of RM 6,500 of donations since it's first 4 months
- Ensured proper Corporate Governance at all times

**Training Specialist, Asia Pacific Training Division** at The Society of Petroleum Engineers (SPE) [www.spe.org](http://www.spe.org)

2013- 2017

Beginning as a committee within the American Institute of Mining Engineers (AIME) in the early 1900s, SPE has grown into an independent, nonprofit global society with more than 124,800 members in 134 countries. SPE's mission is to collect, disseminate, and exchange technical knowledge concerning the exploration, development and production of oil and gas resources for professionals to enhance their technical and professional competence.

### Responsibilities

- Overall profitability and targets of the division
- Researching the needs, developing and executing technical training programs/events for the Oil & Gas Exploration and Production sector
- Negotiating instructor fees, training venues and developing all relevant course materials to ensure a satisfactory customer/member experience
- Overseeing marketing and promotional activities
- Coming up with new training concepts and delivery methods

### Achievements

- Recruited, managed & developed a team of four executives that have continued to lead the division in my absence
- Increased the division's role of delivering training courses from 10 to 40 training courses a year
- Experimented with 8 day training courses that proved to be highly successful during challenging periods faced by the oil & gas sector
- Incorporated new pricing structures and developed new version of training courses
- Built and strengthened relationships with local SPE chapters within the region to organise more training courses that bridge local knowledge and skill gaps
- Was officially recognised as the highest revenue generator among all SPE profit centers globally not including event sponsorship

**Business Development Manager** for CAST\* at EC-Council International

2011 – 2013

The International Council of Electronic Commerce Consultants (EC-Council) is an American organization that offers cybersecurity certification, education, training, and services in various cybersecurity skills.

\*CAST (Centre for Advanced Security Training)

**Responsibilities**

- Expanding the overall Centre for Advanced Security Training globally except Europe and South America
- Working with Channel Partners and Accredited Training Centres globally except Europe and South America
- Research and Development of new Info-Security training programs
- Recruiting and negotiating with authors and trainers
- Achieving the overall target for the division
- Being part of the organising committee of EC-Council's world renowned Hacker Halted Conference in Miami, Florida

**Achievements**

- Built a portfolio of 16 expert Cyber Security trainers from across the world
- Secured the partnership of 12 local training companies globally to carry out the CAST Programmes
- Developed a suite of 6 professional Masterclass courses under the CAST banner
- Recruited, trained and developed 2 team members who have continued to manage the division after my absence

**Senior Producer** for the In-House Training Division at Marcus Evans (M) [www.marcusevans.com](http://www.marcusevans.com)

2010 – 2011

Founded in 1983 Marcus Evans is a business intelligence company employing more than 3000 staff across a global network of 59 offices. Focused on providing our clients with the information and connections they need to accelerate performance in their business.

**Responsibilities**

- Researching and developing new training programmes/events for the Asian, Middle Eastern and African regions
- Researching potential trainers and negotiating training fees
- Ensuring all training events run smoothly while achieving strict profit margins and providing support to the sales, marketing and operations divisions

- Strategically identified new markets by establishing new segmentations & penetration
- Recruited, managed & developed more than 8 junior personnel who have been promoted to independent positions
- Successfully researched, developed and executed more than 55 projects and trainings which on average reached more than 69% profit margin achieving higher than projected targets
- Key ground-breaking projects; Energy Management for Desalination Plants, Corporate Forecasting Budgeting & Cost Control, Selling & Negotiation Skills for Oil & Gas Contracts, Reliability Centred Maintenance and many more

**Achievements**

- Increased the division's revenue to USD 1.2 million in 2010 from USD 750,000 in 2009
- Negotiated better rates with trainers and partners therefore increasing revenue margins by 22%
- Executed innovative products and experimented on risky revenue streams that proved to be highly successful which have now become bread and butter products

**Sales / Business Development** for In-House Training at Marcus Evans (M) (IHT)

2008- 2010

Co-established the two person IHT division in our Asia Pacific-Middle East regional headquarters with the core focus of providing customisable professional on-site training to existing and new clients for the cross industry/sector in Asia Pacific, Middle East and Africa. This was the third attempt experimenting with the concept of IHT by the company after past failures.

**Responsibilities**

Introducing the new division and its services to the Asia-Pacific, Middle East and African regions to secure market share

- Sales & Business Development Planning
- Pricing structures, branding, marketing literature
- Research & Development of training programs
- Negotiating and establishing new instructor partnerships, contracts and rate structures

- Screening, interviewing, hiring and development of the new team

**Division Achievements**

- This two person division became the most successful revenue generating division in Marcus Evans Asia Pacific
- Exceeded its target of USD 500,000 within its first 12 month period
- Grew to a team of 15 with yearly projections of USD 1 million

**Personal Achievements:**

- Achieved personal sales in excess of USD120,000 through cold calling within the initial 12 month period
- Achieved Senior Executive within 3 months
- Achieved No.1 for the whole division
- Recruited and trained new team members who eventually became some of the highest achieving sales executives
- Set-up the operating guidelines and operating structures that are still the common practice

**Sales / Business Development Executive** for Corporate Partnership & Sponsorship at Marcus Evans (M)

**2006-2008**

Driving sales for the division specialising in bringing in sponsorships (big ticket sales) for events conducted in the Middle East, Africa and Asia Pacific.

**Responsibilities**

- Cold calling C-Level decision makers of leading industries to sell potential sponsorship packages at regional conferences
- Negotiating expansions of Fortune 1000 companies from the US, Europe and Asia to the Middle East Region
- Closing deals up to USD25,000 over the phone

**Achievements:**

- Achieved top sales for the whole division by closing the fastest sales ever at that time

**Quantity Surveyor**

**2001-2006**

Senior Quantity Surveyor, Struktur Evolusi Sdn Bhd

2001-2002

Junior Quantity, Surveyor, Muhibbah Engineering (M) Bhd [www.muhibbah.com](http://www.muhibbah.com)

2002-2006

Muhibbah Engineering (M) Bhd is a publicly listed company on the Main Board of the Kuala Lumpur Stock Exchange (KLSE). Muhibbah was the first company in Malaysia to achieve ISO 9002 certification in 1995 in the construction sector, placing strong emphasis on quality and safety in every aspect of operations, and also the first construction company in Malaysia to have accomplished this. Muhibbah is renowned for being a leader in Marine Construction; since its incorporation in 1972. Today, Muhibbah also stands firm in the various disciplines of Engineering Construction, both locally and internationally.

**Job Responsibilities:**

- Construction operations for marine engineering projects
- The measurement and pricing of construction work (Tendering & Bidding)
- The settlement of change / 'variation' orders
- Day to day monitoring of work completion against proposed schedule and budget
- Sub-contract formation, amendments and negotiations
- Forecasting of costs and values of new and ongoing projects
- Cash flow forecasting based on new amendments and variations Preparation of the operation and maintenance manuals for each project
- Contract negotiations

**Achievements:**

- Completed the Seri Wawasan Cable Stay Bridge project in Putrajaya worth RM78,000,000
- Completed the Wharf Extension project at Northport, Klang worth RM134,000,000
- Ipoh-Rawang Double Tracking Railway Project
- Completed the Serdang Hospital extension project