

# BEH LI ENN

I am a Year 1 student in Ngee Ann Polytechnic with a GPA of 3.6. Currently pursuing a degree in Hotel & Leisure Facilities Management. I am self motivated and have a strong foundation in financial accounting. I am highly proficient in time management and detailed oriented execution

## EXPERIENCE



### Part Time Admin

Yi Fan Engineering

2023 – Present

- Created customer invoices accurately using Xero
- Recorded supplier bills and maintained up-to-date accounts payable records in Xero
- Prepared and issued quotations to customers in a timely and professional manner
- Coordinated billing and quotation processes to support smooth daily operations



## DIGITAL PORTFOLIO

<https://2myv4qf6nt-gif.github.io/DP/>

## LANGUAGES

- English
- Chinese

## EDUCATION



### Diploma in Hotel & Leisure Facilities Management

Ngee Ann Polytechnic, 2025-2028

## GCE O-LEVEL

Admiralty Secondary School, 2021-2024



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## CERTIFICATIONS & AWARDS

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### Food Hygiene Certificate 1

Ministry of Education, Edusave Scholarship 2023

Ministry of Education, Edusave Scholarship 2024

Edusave Award for Achievement, Good Leadership and Service (EAGLES) 2023

SASMO Math Olympiad – Participation 2022

Ministry of Education, Edusave Good Progress Award 2019

Ministry of Education, Edusave Merit Bursary 2021

## SKILLS

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- Use of **Excel** for Data Analysis
- Experienced in managing financial record using **Xero**
- Proficient in **Tableau** for data cleaning, analysis and creating dashboard
- Experience in using **Salesforce**
- Adaptability: Quick learner, flexible in fast-paced environments.
- Problem Solving: Analytical thinking, conflict resolution.
- Work Ethic: Self-motivated, works well independently, reliable.