

BEH LI ENN



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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



CERTIFICATIONS & AWARDS

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

- 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.