

Tan Junhao

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About

9 Years of experience in automation tools with multiple recognition from various employers. Proven track record in automating any line of business processes from HR / Customer Service / Operations. Keen to pick up new skills. Enjoy working as a team.

Skills

Programming Language

Excel (VBA)

MS Access

R

SQL

Batch Script

HTML

AWS (Cloud)

Arduino

Application Areas

➤ Database

➤ Data Migration

➤ Web Scraping

➤ Email Processing

➤ Internet-Of-Things

Banking Knowledge

➤ 2nd line Operational Risk Mgmt.

➤ 1st line Operational Risk Mgmt.

➤ Corporate Banking Products

➤ Wealth Mgmt. Investment Products

➤ Operations

Work Experience

DBS Bank

Jan 2018 – Present

Risk Controller – Institutional Banking Operations 1st Line - [Risk Management]

- In-charge of Management Reporting for SG Institutional Banking (4 Departments) includes:
 - Cash Products: TT / MEPS
 - Trade Finance: Letter of credit / Factoring
 - Loan Products: Hire purchase / Loan Agency
 - Custodial Services
- Perform assurance to monitor that operations meets SLA and detect irregularities in transactions

BNP Paribas

Oct 2017 – Jan 2018

Product Development Assistant – Investment Services

- Develop system to monitor & update the risk score of investment products (Bonds / Equities / Funds) to ensure regulatory compliance w.r.t. products RMs can sell to customers.

Freelance Programming

Feb 2017 – Jan 2018

Create custom solutions for organizations. Key Projects include:

- On-site QR Code Registration (Client: Event Company)
 - Created a registration system from online sign-up to onsite self-registration.
- HR Questionnaire software (Client: HR Department)
 - Help HR to provide interviewers a set of tailored questions by inputting certain parameters

United Overseas Bank (UOB)**Feb 2016 – Jan 2017**Officer II – Group Operational Risk Management 2nd Line - [Risk Management]

- Work with stakeholders to accurately standardize all 18,000 records of UOB Singapore & Overseas Subsidiary's Key Process, Risk & Control (PRC) & Key Operational Risk Indicators (KORI).
- Assist in the testing/migration/development of Governance Risk & Control (GRC) System used for tracking bank-wide Operational Risk.
- Develop system to give oversight on progress of Risk Control Self Assurance (RCSA) Testing to help ensure testing is completed within the stipulated period.

Ministry of Defense (MINDEF)**Nov 2011 – Dec 2013**

National Service – Career Development, MEPC – [HR]

- Use multiple data-points to identify potential candidates from a population of 5000 army land-based Military Experts for scholarship
- Liaise between different training schools & participants for 8 different career advancement courses.
- Lead a team of 4 people to develop the Career Planning System used by Career Managers to provide better quality & comprehensive career proposals for army regulars.

Education**SP, Specialist Diploma in Digital Technologies for a Smart City****Apr 2019 – Present**

Coursework – Cloud Computing, R Programming, IOT, Arduino

RMIT, Bachelor of Business (Economics and Finance)**Jan 2014 – Nov 2015**

15 Modules – 10 High Distinctions and 3 Distinctions

SP, Diploma in Financial Informatics**Apr 2008 - May 2011**

Graduating GPA: 3.467

Awards & Recognitions & Other Certification

- Completed WILEY Certified Data Analyst [Certificate] **Jan 2019 – Apr 2019**
- Awarded Living Our Values (LOV) Award during UOB [Award] **Oct 2016**
- Awarded rank of Corporal-First Class during National Service [Award] **Dec 2013**
- Awarded Distinction during internship in DBS [Award] **Feb 2011**