
TAN ZHIHENG

Name: Tan Zhiheng (Mr)
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Date of Birth: 8th September 1990
Nationality: Singaporean



Education

University of London (SIM Global Education) **Jul 2012 – Aug 2014**

- BSc. (Hons) Banking & Finance (First Class Honours)
- Distinction in Principles of Accounting; Principles of Banking & Finance; Management Science Methods; Corporate Finance; Investment Management

Ngee Ann Polytechnic **Apr 2007 – May 2010**

- Diploma in Business Information Technology; GPA 3.5 out of 4.0
- Participated in Technopreneurship Incubation Programme
- Courses include Accounting; Statistics; Economics; Business Communication

Professional Experience

Operations Assistant, T&T Auto Services Pte Ltd **Feb 2016 – Current**

- Executed basic bookkeeping responsibilities which include analyzing, reconciling and documentation of monthly and day-to-day costing activities
- Negotiated purchase requisitions with suppliers for spare parts and ensured timely delivery of utmost quality and reliability

Financial Planner, AXA Life Insurance Singapore Pte Ltd **Nov 2014 – Feb 2016**

- Actively involved in understanding clients' financial needs and providing them with timely information, advice and tailored recommendations to achieve their investment requirements
- Developed Excel-based financial models to determine investment returns and generate reports

Customer Service Associate, Central Provident Fund **Dec 2012 – Aug 2013**

- Handled & managed inquiries from members of the public with regards to national projects such as GST Voucher (GSTV), Workfare Income Supplement Scheme (WIS) & Workfare Special Bonus (WSB)
- Facilitated the smooth operation of daily activities by assisting team leader in the filing of appeal cases & drafting of mails for members of the public

Leadership Experience

Battalion Signals Officer (BSO), Singapore Armed Forces **Jul 2011 – Jun 2012**

- Led a platoon of 21 men to mission success in 4 major evaluative exercises and won annual SAF Best Unit Competition 2012 as Best Engineers Unit for the first time since 2005
- Successfully conducted NDP 2011 as part of Show Management Committee, planning and handling the communication between front stage performers and back stage crew
- Developed crucial communication skills as Specialist Staff Officer to the Commanding Officer as well as doubling as liaison between lower and higher hierarchy

Skills & Interests

- Passed CFA Level II
- Professional Certification: CMFAS M5, M9, M9A, HI, CGI
- Proficient in English, Mandarin
- Proficient in MS Excel (Pivot Table/Chart, VBA Programming), OpenOffice and C# Programming