

# Stefano Lim Chee Hsien (S9215939F)

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## EDUCATION

### Kaplan University Prog (Murdoch University)

Jan 15 – Dec 16

- Bachelor of Economics and Finance

### Nanyang Polytechnic

Apr 09 – Mar 12

- Diploma in Business Informatics, on Business Track option
- Enrolled in modules pertaining to business and information technology sector

### Peirce Secondary School

Jan 05 – Dec 08

- GCE O-Level

## WORK EXPERIENCE

### Paridon Asia

Jun 16 – Mar 17

#### *Futures Derivatives Analyst/ Trading Assistant Internship*

- Back testing of models on historical and present data on existing trading systems and hence improving the performance of the system
- Analyzing present market conditions for potential opportunities and risk
- Quarterly write up on Macroeconomic factors

### United Overseas Bank

Mar 16 – May 16

#### *Credit Documentation Officer*

- Handled primarily Corporate clients accounts for document processing
- Worked with internal departments to ensure corporate funds was timely released under tight deadlines

### Maybank

Feb 15 – Aug 15

#### *Credit Management Officer*

- Handled both Mass Market and Corporate clients and significantly reduced the amount of doubtful accounts and Non-Performing loans
- Computation of total outstanding balance for customers seeking early redemption of their loans

### Jurong Town Corporation

Mar 12 – May 12

#### *Facility Management Officer*

- Worked extensively with corporate customers as well as other different internal and external stakeholders to assist in resolving outstanding issues, to ensure a prompt response was given to their needs and requirements
- Handled databases in the management of large amounts of information between different stakeholders, developing analytical and organizational skills

### IT Fair

Mar 12 – Mar 12

#### *Sales Promoter*

- Demonstrated and developed communication skills through service of customers and assisted with back-end stock-taking at the end of each day
- Collaborated with other ushers in a diverse teams, ensuring sales target was met on a daily

### Singapore Computer Society

Sep 11 – Nov 11

#### *Intern (Marketing)*

- Engaged external clients during representation of firm in external conferences and seminars
- Actively interacted with business customers and involved in the up-selling and cross-selling of business products
- Organized events and activities, thereby promoting awareness among external vendors and consumers

### Jurong Town Corporation

Nov 08 – Mar 09

*Administration Officer*

- Actively handled back-end data entry and processing
- Handled other miscellaneous task and ad-hoc duties assigned

**ADDITIONAL INFORMATION**

- Proficient in Microsoft Office, Pivot Table (Moderate), VLOOKUP, VBA(Moderate), XLQ
- Proficient in Java, ASP.Net, SAP, Macromedia Flash, Adobe Photoshop,
- Language Skills: English (Good), Mandarin (Good), and French (Moderate)