

## **Sim Shing Hao**

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### **PERSONAL DETAILS**

Age : 24  
DOB : 23<sup>rd</sup> June 1992  
Nationality : Singaporean  
Gender : Male  
Marital Status : Single

### **EDUCATION**

- **Bachelor of Science (Honours) in Banking and Finance** Aug 2014 to Aug 2016  
University of London (SIM Global Education)  
- *Awarded 2<sup>nd</sup> Class Honours (upper division)*
- **Diploma in Banking and Finance** Apr 2009 to Apr 2012  
Nanyang Polytechnic  
- *Awarded Director List in 3rd year 2nd semester of diploma*
- **GCE O-Level Examination** Jan 2005 to Dec 2008  
Pei Cai Secondary School

### **WORKING EXPERIENCES**

#### **Micron Semiconductor** June 2015 to Aug 2015

- Admin Assistant
  - Assisted in preparation of documents for audit purposes
  - Assisted grants team in administrative duties
  - Other ad-hoc duties as required

#### **NCS Pte. Ltd.** Aug 2014 to Sep 2014

- Admin Assistant / Customer Service Assistant
  - Assisted in data entry
  - Liaised with NCS's client and assisted in their enquiries
  - Other ad-hoc duties as required

**School of the Arts Singapore****Mar 2012 to May 2012**

- Finance Assistant
  - Assisted in annual fixed assets accounting
  - Assisted in generating accounts payable to payees
  - Assisted in handling accounts receivables
  - Assisted in monthly reporting to head of finance department

**Standard Chartered Bank****Feb 2011 to Apr 2011**

- Attached to Securities Service Department for 10 weeks under NYP's Industrial Placement Program (IPP)
  - Preparation of daily settlement process reports submitted to bank manager
  - Operated Singapore Exchange (SGX) system to assist Standard Chartered Bank in managing back office operations and transactions
  - Assisted Standard Chartered Bank in IPO of Hutchison Port Holdings Trust

**Tanjong Beach Club****Sep 2010 to Jan 2011**

- Waiter
  - Assisted and attended to customer's need
  - Proactively serving customers
  - Answered customer's enquires
  - Collection of payments

**Nanyang Polytechnic****Apr 2010 to Aug 2010**

- Teaching Enterprise Project (TEP) attachment
  - Attached to Financial Services Resource Centre (FSRC) and Business Services Centre (BSC)
  - Involved in client's market research of customer service satisfaction for Asia Malls and Mandate
  - Conducted mystery shopping audit and prepared reports for Asia Malls
  - Processed reports using pivot tables and excel function

**NTUC Fairprice****Nov 2009 to Feb 2010**

- Retail Assistant
  - Assigned to retail service department
  - Assisted and attended to customers' needs
  - Took responsibility in stock-taking

## SKILLS

Skill	Proficiency
Microsoft Office	Advanced
HTML (webpage design)	Beginner
MS SharePoint Designer 2007	Beginner
Bloomberg	Beginner
Reuters	Beginner

## CO-CURRICULAR ACTIVITIES

### Pei Cai Secondary School (2005-2008)

- Member
  - Member of the Singapore Scouts Association
  - Participated in school's National Day Parade

## LANGUAGE PROFICIENCY

- Able to speak, read, and write English and Mandarin
- Able to speak Cantonese