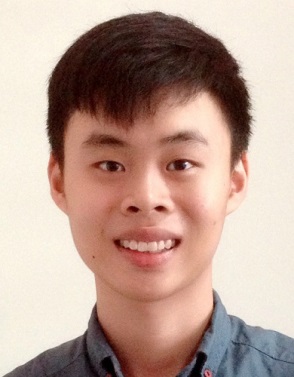
**Curriculum Vitae**

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**Ong Wee Siong (Shawn)**

**Block 483 Choa Chu Kang Avenue 5 #10-166 Singapore 680483**

**Email Address: shawnong.ws@gmail.com**

**Handphone Number: 96436568**

**Residential Number: 68929264**

**PERSONAL PARTICULARS**

Gender: Male

Age: 25

Date of Birth: 3rd December 1992

Nationality: Singaporean

Race: Chinese

Dialect: Hokkien

Marital Status: Single

NRIC No: S9245216F

**OBJECTIVE**

Seeking opportunities in a wider circle to enhance competency in desired fields to achieve future goals.

**EDUCATION SUMMARY**

**Degree in Economics and Finance (with distinction), 2015 - 2017**

SIM-RMIT

**Diploma in Chemical Process Technology, 2009 – 2012**

Singapore Polytechnic – School of Chemical and Life Sciences, Singapore

**Singapore** **Cambridge GCE O Levels Certificate, 2005 – 2008**

Teck Whye Secondary, Singapore

**EMPLOYMENT HISTORY**

**Finexis Advisory Pte Ltd**

**One Raffles Quay South Tower #21-10 Singapore 048583**

Industry: Financial Advisory

Period of employment: Jul 2016 – Nov 2017

Designation: Admin Assistant

* Handle paperwork
* Helping with adviser’s KYC
* Assist in rebalancing of investment portfolio
* Liaising with client and insurance companies
* Ensure sales submission complies with compliance requirement
* Submitting claims and follow up on claim status
* Simple book keeping for advisor’s profit & loss
* Ad-Hoc Duties

Reason for leaving: To pursue full time job after end of degree programme

**Transamerica Life (Bermuda) Ltd**

**1 Finlayson Green, #13-00, Singapore 049246**

Industry: Insurance

Period of employment: Apr 2016 - Jun 2016

Designation: Admin Assistant

Department: New Business

* Process new applications forms
* Data Entry
* Perform simple world checks
* Basic admin duties
* Ad-Hoc Duties

Reason for leaving: Commencement of Studies

**United Overseas Bank Limited**

**156 Cecil Street, #05-01 Far Eastern Bank Building, Singapore 069544**

Industry: Banking

Period of employment: Nov 2015 – Dec 2015

Designation: Bank Assistant

Department: Credit Administration

* Process data for internal purpose
* Data Entry
* Basic admin duties
* Ad-Hoc Duties

Reason for leaving: Commencement of Studies

**The Hongkong and Shanghai Banking Corporation Limited**

**21 Collyer Quay, #06-03 HSBC Building, Singapore 049320**

Industry: Banking

Period of employment: Feb 2015-July 2015

Designation: Bank Assistant

Department: Trade Finance

* Generating of offer for external parties using a Letter of Credit
* Process data for internal purpose
* Data Entry
* Ad-Hoc Duties

Reason for leaving: Commencement of Studies

**DNB Asia Ltd**

**8 Shenton Way #48-02 Singapore 068811**

Industry: Banking

Period of employment: Oct 2014-Dec 2014

Designation: Admin Assistant

Department: Risk Management

* Uploading of documents into archive system
* Scanning of documents
* Data Entry
* Ad-Hoc Duties

Reason for leaving: End of Contract

**Swiber Corporate Services Pte Ltd**

[**Swiber@IBP**](http://www.streetdirectory.com/businessfinder/company_detail.php?companyid=204920&branchid=122042) **04-01, 12 International Business Park, Singapore 609920**

Industry: Shipping Company

Period of employment: Apr 2012 – Aug 2012

Designation: Admin Assistant

* Generating purchase order
* Data entry
* Assisting the accounts department in getting necessary documents for payment

Reason for leaving: Commencement of national service

**Takasago International (Singapore) Pte Ltd**

**215 Pandan Loop, Singapore 128406**

Industry: Flavor and Fragrance developer

Period of Employment: Mar 2011 – Apr 2011 (Attachment)

Designation: Fragrance Application Chemist

* Develop and modify finished product formulations for internal use and customer presentations.
* Maintain assigned laboratory equipment and inventory of supplies.
* Mix base and fragrance to the dosage stated.

Reason for leaving: End of attachment

**ISS-CDCS Catering Pte Ltd**

**No. 1 Jalan Kilang Timor #10-00, Pacific Tech Centre Singapore 159303**

Industry: F&B Catering

Period of Employment: Dec 2008 – Apr 2009, Oct 2009 – Nov 2009 (Part time)

Designation: Data Entry Clerk

       Filing and photocopying.

       Data entry

       Assist the manager in acquiring data required by the auditors.

       Checking and verifying of the statement of accounts.

       Sorting of invoices

Reason for leaving: Commencement of polytechnic studies.

**MISCELLANEOUS**

**Achievement**

**SP Final Year Project**

* To research on a serum moisturizer for oily skin from scratch
* Source for chemicals necessary
* Achieve an outstanding A grade for the final year project

**SP Chemical and Life Sciences club Freshmen Orientation Camp Organizing Committee**

Logistics Assistant

* Assist in getting the required props for the camp
* Look for cheap alternatives should the props is unavailable
* Ensure that the props are ready before the games

**Co-curriculum Activities**

**Years of Service                                  Post Held                            Organization**

2005 – 2008                                     Band member                        Concert Band (Teck Whye Secondary)

2009-2012 Member SP Chemical and Life Sciences club

2009-2012 Member SP Food Connoisseur Club

2009-2012 Member SP Students’ Union

2010-2012 Member SP Leo Club

**Skills and Abilities**

**Computer Proficiency**

-         **Microsoft Office (Excel, Word, PowerPoint)**

-         **Navision**

-         **Macromedia Flash MX**

**- Readsoft Documents Productions**

**Equipment**

* **High performance liquid chromatography**
* **UV/VIS spectrophotometer**
* **Atomic emission and infrared spectrophotometer**
* **Gas chromatograph**
* **Thin layer chromatograph**
* **Inductively coupled plasma optical emission spectrometry**

**Language Proficiency**

Written: English and Chinese

Spoken: English, Chinese and Hokkien

**Remuneration Information**

Availability: Immediate

Gross Salary: -

Expected Salary: $2800/Mth

*\* Other information would be submitted upon requests.*