

ALAN KHOO CHI LOON

Data Analyst | Process Automation Specialist

CONTACT

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EDUCATION

2014 - 2017

Nanyang Technological University

- Bachelor in Accountancy (Hons.)

CERTIFICATIONS

Google Advanced Data Analytics

- Coursera | 2023

Investment Foundations

- CFA Institute | 2023

Certified Configurator

- Unqork | 2023

UiPath Certified RPA Associate

- UiPath | 2022

Alteryx Designer Advanced

- Alteryx | 2021

Professional Diploma in Data Analytics

- NUS-ISS | 2021

SKILLS

- Data Analysis:** Python (Pandas, NumPy, Streamlit), SQL (complex joins), Alteryx (ETL pipelines)
- Automation:** UiPath (RPA bots), Unqork (no-code apps)
- Visualization:** Tableau (executive dashboards)
- Tools:** Confluence (documentation), JIRA (project tracking)
- Domain Knowledge:** PB operations

PROFILE SUMMARY

Data analyst and automation expert with 4+ years in private banking (PB), specializing in **Alteryx, Unqork, Python, SQL, and Tableau**. Proven ability to transform raw data into actionable insights, streamline operations, and build scalable automation solutions.

PROFESSIONAL EXPERIENCE

J.P. Morgan Private Bank

2023 - Present

Operations Automation Senior Associate

- Automated data extraction** for Asia Investment Operations, reducing latency from **5 business days to real-time**, enabling faster decision-making on \$2.1B client AUM data.
- Designed a centralised Investment Operations dashboard** to provide senior management with actionable insights leading to a **reduction brokerage tech disruptions** by 45% and **accelerated hedge fund processing** by 50%.
- Conducted process mining** on account closures in response to regulatory requirements, identifying and offboarding **1,000+ clients (on hold >90 days)**; built monitoring dashboard for ongoing oversight of account closure processes.
- Lead a cross-functional team** (since 2024) for Asia Operations' Quarterly Business Review (QBR), **highlighting impacts** and **key challenges** including hybrid (digital/manual) processes.

J.P.Morgan Private Bank

2020 - 2023

Process Improvement Associate

- Designed the Lending Value Tool**, automating hundreds of weekly advisor requests **and freeing up one full-time headcount**.
- Automated the Margin Call report**, improving client experience, and **generating capacity equivalent to one full-time employee**.

Ernst & Young LLP

2020

Assurance Services Audit Assistant

- Spearheaded end-to-end audit fieldwork** for **five healthcare institutions** under Singapore's Ministry of Health (MOH).

Foo Kon Tan LLP

2017 - 2020

Senior Assurance Associate

- Led the audit** of a **Singapore-listed company with 19 subsidiaries**, ensuring the **timely publication** of audited financial statements for **2018 and 2019**.
- Developed Excel macros** to automate GL reconciliations and trend analysis, **cutting manual fieldwork by 20%** and ensuring audit deadlines were met despite team attrition.