

NG JING XUAN RANDALL

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EDUCATION

Apr 2023 – Current
(Graduating in May 2026)

Diploma in Business, Temasek Polytechnic (Director's List AY2023/24)

Specialising in International Business & Entrepreneurship

Completed modules in:

Business Law
Business Technology & Analytics
Professional Communication
Marketing Fundamentals
E-Commerce & Digital Marketing
Business Accounting
Business Finance

Jan 2019 – Dec 2022

GCE 'O' Level Certificate, St. Gabriel's Secondary School

Obtained 5 credits

SKILLS

Technical/Domain Skills

- Proficient in data collection and entry using Microsoft Excel and PowerBI. Successfully managed and analysed large datasets effectively in a project done for Business Technology & Analytics module by doing comprehensive data cleaning and organising raw data into structured formats and interactive dashboards which provided for an insightful analysis.
- Versed in various marketing strategies. Skilfully applied the marketing concepts I had mastered in a group project which simulated a business on Hubro and had to apply the appropriate marketing strategies for the respective customer demographics such as the designation of advertising channels based on the consumers' needs.
- Competently designed and created an e-commerce website for a project optimised to be customer-centric and engaging by applying strategies such as adding call-to-action buttons.

Generic Skills

- Developed a strong sense of accountability during my stint as a pool lifeguard when I had to ensure that pool users are safe and that the pool water perimeters were within safe limits.
- Demonstrated exceptional critical thinking and teamwork with my fellow CCA members when we had to work together to plan training sessions and ensured that all required equipment and other logistics were attended to when I was serving as the Assistant Sergeant Major of my school's NCC (Land) unit.
- Enhanced my communication skills when I learnt various communication techniques when I took the Effective Communication module, which I had attained an 'A' grade for.
- Developed a strong attention to detail and accuracy during my accounting internship, ensuring that all documents and accounts were meticulously reviewed and accounted for.

WORK EXPERIENCE

Dec 2022 – Mar 2023

Pool Lifeguard

Swimwerks Asia Pte. Ltd.

- Ensured the safety and well-being of all pool users by vigilantly monitoring pool activities and enforcing rules and regulations.
- Developed strong observational skills to identify potential hazards and resolved them before a pool user got injured.
- Enhanced my problem-solving abilities by helping to resolve conflicts or complaints from pool users in a professional manner.
- Attained advanced lifesaving skills including Cardiopulmonary Resuscitation (CPR) and first aid through rigorous training, developing my ability to remain calm and composed under pressure.

Nov 2022 – Dec 2022

Accounting Intern

ISRC Pte. Ltd.

- Assisted the transition of paper-based accounts to a cloud-based accounting software, Xero.
- Ensured that all entries and documents such as invoices and ledgers were transferred into the software without error.

AWARDS/ACHIEVEMENTS

2024

Director's List

- Recognised on the Director's List for being placed in the top 10% of my cohort for Academic Year 2023/24.

2024

FAA Private Pilot Licence (PPL)

- Attained a Private Pilot License issued by the Federal Aviation Administration of the United States of America.

2023

Outstanding Service & Leadership Award

- Issued by St. Gabriel's Secondary School NCC (Land) unit in recognition of my outstanding contributions to the unit.

2022

Outstanding Cadet Award

- Attained the pinnacle award for cadets issued by NCC HQ for my exemplary service to the National Cadet Corps.

CO-CURRICULAR ACTIVITIES

2024 – Present

Sub-Committee Member, Temasek Polytechnic's Business Studies Club

- Assisted during the Temasek Polytechnic's Open House 2024 as a B-Guide (Business Guide) by conducting tours of the school facilities and ensuring that my group was on schedule so as to not miss out on any groups and/or schools waiting for a tour.

2019 – 2022

Assistant Sergeant Major, National Cadet Corps (Land)

- Led the unit through during the COVID-19 pandemic and overcame unique challenges, ensuring that our training sessions comply with social distancing requirements while making sure that training sessions are still being conducted in an effective manner.
- Oversaw and led various events such as National Day Parade (NDP), Speech Day Parade (SDP), and Passing Out Parade (POP).

REFERENCES

Ms. Elyn Lim

NCC (Land) Teacher-in-charge, St. Gabriel's Secondary School

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