Elton Tan

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Enthusiastic undergraduate seeking to join a dynamic organization to advance and apply my passion for finance and technology. Experienced in programming, finance, and administration, with a strong drive to contribute and grow in a co-curricular environment.

WORK EXPERIENCE

Singapore Armed Forces
Logistics Administrative Specialist

Singapore
Jun 2022 - Apr 2024

- Procured items within an allocated budget effectively, using price comparison to ensure cost efficiency for 10+ purchases annually.
- Tracked and analyzed procurement data using Excel, visualizing item status and spending trends to improve decision-making and accuracy.
- Collaborated with Finance departments to streamline the procurement process, ensuring seamless handling of over 100 items from purchase to storage.
- Monitored and managed inventory, coordinating with finance and storage teams to maintain optimal stock levels and reduce procurement delays by 20%.

SMRT
Internship
Business Process Automation Developer

Singapore
Jun 2021 - Aug 2021

- Developed digital forms for the mobile procurement department, improving process efficiency and accuracy.
- Utilized SharePoint and Workflow to automate data handling for 20+ procurement transactions monthly, reducing manual effort by 40%.
- Collaborated with a team of 5+ to analyze procurement processes, resulting in a 30% improvement in workflow efficiency through tailored digital solutions.
- Streamlined procurement processes, leading to a 25% reduction in processing time and enhancing overall operational effectiveness.

EDUCATION

Bachelor in Applied Computing with Fintech Specialization
Singapore Institute of Technology

Singapore
2024 - Present

Diploma in Business & Finance Technology
Nanyang Polytechnic

Singapore
2019 - 2022

SKILLS

Proven expertise in logistics and administration, enhancing operational efficiency and administrative support. | Versatile programmer with a strong background in e-commerce development, workflow optimization, and blockchain technology. | Advanced proficiency in Python, Java, JavaScript, TypeScript, and C++. | Solid financial knowledge in bookkeeping, financial analysis & business valuation & investment advisory.

PROJECTS

AI Storyteller

Using Dialogflow & Python, the project generates a story unique to the users' input

Skills: Generative AI, Cloud Computing, Sentiment Analysis, Python

[Try it Out](#)

E-commerce Website

This platform is created by Javascript and showcases functions of an E-commerce site by integrating APIs such as stripe payment, PayPal & Google Location.

Skills: SQL, Javascript, API integrations, Web Designing

[View on GitHub](#)

Geographic Forecast

Created with Python, the project utilizes Machine Learning and Data Visualisation to forecast future Geographic conditions to enhance the safety of Singapore's aviation and maritime industry

Skills: Machine Learning, Python, Data Analytics, SQL

[View on GitHub](#)

CERTIFICATIONS

Bookkeeping Fundamentals   2024
Intuit

Specialization in Data Analytics   2023
Google