

# Elton Tan

Singapore | [eltontan0709@gmail.com](mailto:eltontan0709@gmail.com) | +65 87272838 | [LinkedIn](#) | [Github](#) | [My Wesbite](#)

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

Singapore

*Logistics Administrative Specialist*

*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

Singapore

*Internship*

*Jun 2021 - Aug 2021*

*Business Process Automation Developer*

- 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

*Singapore Institute of Technology*

*2024 - Present*

### Diploma in Business & Finance Technology

Singapore

*Nanyang Polytechnic*

*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

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### 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

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### Bookkeeping Fundamentals

2024

*Intuit*

### Specialization in Data Analytics

2023

*Google*