

Objective

To be able to socialize by frequently working with, communicating with, and learning from systems/people. Solution-driven individual. Would enjoy utilizing my analytical and social skills in driving the attainment of business goals. Aspire to be a professional worker, to be involved in or be part of a management team; after working for several years in the industry. Seeking for any kind of challenges, as to broaden my job knowledge.

INTERNSHIP EXPERIENCE

United Overseas Bank HR Student Intern

Thailand

"Deployed to three HR functions (Talent & Dev/HRBP/Recruitment)"

Jun 2019 – Aug 2019

- Analyse and find insights in Employees' Engagement Survey
 - Suggest improvements to UOB's Handbook
 - Update headcount of various employees in different functions
 - Designed communication plans
- *Letter of recommendation included*

Nanyang Polytechnic HR Student Intern

Singapore

"Recruitment Agency"

Feb 2019 – Jun 2019

- Planned Recruitment Drive for Nanyang Polytechnic
- Conduct Interviews with Potential Candidates
- Created On Job Training (OJT)
- Design and post Job Posters

WORK EXPERIENCE

Grab Admin + Customer Service

Singapore

Apr 2020 – Jul 2020

- Handled administrative duties such as data entries and updating into the system (Profile, Insurance checking)
- Customer services such as attending to drivers' queries and feedback
- Any other ad hoc admin & customer service duties

PartyMojo Pte Ltd Part-Time Live Food Station Server

Singapore

Sep 2019 – Mar 2020

- Set up & Clean-up of Machines (Popcorn, Candy Floss, others)
- Served food at specific food stations during service times
- Helped guests with a cheerful disposition

Education

National University of Singapore Degree in Information Systems (School of Computing)

Singapore

Aug 2022 - Present

Nanyang Polytechnic Diploma in Business Management (Human Resources + International Business)

Singapore

Apr 2017 - May 2020

- CGPA: 3.78/4
- Director's List Academic Achievement Award recipient [4 out of 6 semesters]
- CCA: Executive Team – Senior Member

Chung Cheng High (Yishun)

Singapore

As in Maths and Science for N & O Levels

Jan 2010 - Dec 2016

- CCA: Running Club – Chairman (2013 – 2015)
- CCA: Outdoor Activities Club – Vice Chairman (2015 – 2016)

Technical Expertise

Proficient in Microsoft Word, PowerPoint, and Excel
Familiar with Basic HTML, Python, Java, Tableau
Possess good leadership, management, and verbal communication skills
Bilingual – English & Mandarin

Certifications/Awards

Engineering Mathematics – Calculus	May 2022 - Aug 2022
Scientific Computing with Python (freeCodeCamp)	Feb 2022
https://www.freecodecamp.org/certification/KahJyun/scientific-computing-with-python-v7	
Data Analytics Using Excel (Nanyang Polytechnic)	Mar 2022
Platoon Best Award (Sergeant Cadet School)	Nov 2020
Director's List Academic Achievement Award recipient [4 out of 6 semesters]	2017 – 2020
SBM Executive Team Recognition	2017 – 2019
Participation in Industry Digitalisation Masterclass	2017
MOE Scholarships Award	2012
MOE Good Progress Award	2011 & 2015

HOBBIES & INTERESTS

Volunteering

Foochow Methodist Church Missionary Trip to Indonesia

Indonesia

Volunteer Leader

Dec 2019

- In charge of organizing games and camp activities for 30 children to encourage interaction with one another.
- Communicated with Indonesians with different cultures and lifestyles and develop multicultural sensitivity and appreciation of diverse cultures.

Singapore Salvation Army

Singapore

Assembling Staff

2020

- Allocated unused and used appliances to their respective locations
- Coordinated with permanent staff on procedures to be followed in the collection, distribution, and filling/retrieving of the items

Coding

- GitHub: [Fastumkj's gists \(github.com\)](#)

Anime

Mobile Games

Learning new languages