

Pung Kah Jyun | Mobile No.: +65 96254652 | Email: kahjyun@hotmail.com |
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Education

National University of Singapore Degree in Information Systems (School of Computing) <ul style="list-style-type: none">Relevant skills: Java, Python, RStudioRelevant modules: Java, Java OOP, Unix, SQL	Singapore Aug 2022 - Present
Nanyang Polytechnic Diploma in Business Management (Human Resources + International Business) <ul style="list-style-type: none">CGPA: 3.78/4Director's List Academic Achievement Award recipient [4 out of 6 semesters]	Singapore Apr 2017 - May 2020

INTERNSHIP EXPERIENCE

United Overseas Bank HR Student Intern "Deployed to three HR functions (Talent & Dev/HRBP/Recruitment)" <ul style="list-style-type: none">Successfully analysed 2000 employee satisfaction data sets using Excel, providing insightful solutions and leading the implementation of team bonding activities, resulting in improved employee satisfactionProposed improvements to UOBT Handbook, including updates to working hours and break time policiesManaged and maintained up-to-date headcount records for employees across various functions *Letter of recommendation included*	Thailand Jun 2019 – Aug 2019
Nanyang Polytechnic HR Student Intern "Recruitment Agency" <ul style="list-style-type: none">Spearheaded and planned a comprehensive recruitment drive connecting Nanyang Polytechnic students with potential employersConducted comprehensive interviews with potential candidates, leveraging strong interpersonal and evaluation skills to assess candidate fit and make informed hiring decisions.Developed and implemented an effective On-the-Job Training (OJT) programDesigned and published at least 50 engaging job posters using the Canvas application	Singapore Feb 2019 – Jun 2019

WORK EXPERIENCE

RoboThink Coding & Robotics Teacher <ul style="list-style-type: none">Delivered engaging and interactive lesson plans in coding and robotics classes for students using Python, ROCODE and Scratch software applicationsMaintained open and effective communication with parents and guardians to provide regular updates on student progress and address any concerns	Singapore Jan 2023 – Present
Singapore Armed Forces (SAF) Specialist <ul style="list-style-type: none">Demonstrated exceptional leadership skills as platoon sergeant, managing 54 soldiers and implementing discipline and safety measures that resulted in a 75% reduction of absentee rates in 4 weeks. Recognized with the "Best Platoon Sergeant" award for outstanding performance.Skills: Leadership, Team management, Problem-solving and Decision-making, Time management	Singapore Jul 2020 – May 2022
Grab Admin + Customer Service <ul style="list-style-type: none">Handled administrative duties such as data entries and updating into the system (Profile, Insurance checking)Exemplified excellent customer service by promptly addressing and resolving driver inquiries and feedbackPerformed various administrative and customer service tasks as needed	Singapore Apr 2020 – Jul 2020

Technical Expertise

Proficient in Microsoft Word, PowerPoint, and Excel
Familiar with HTML, CSS, JavaScript, Python, Java, Rstudio, 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

VOLUNTEERING & HOBBIES

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

- Personal Website: fastumkj.github.io
- GitHub: [Fastumkj \(KahJyun\) · GitHub](#)

Ridge View Residential College's Captain's Ball Chairperson

Teaching

Anime

Chinese Drama (Martial Arts)

Mobile Games

Learning new languages