Pung Kah Jyun | Mobile No.: **+65 96254652** | Email: **kahjyun@hotmail.com** |
LinkedIn: **Pung KahJyun | LinkedIn** | Portfolio Website: **fastumkj.github.io**

Education

National University of Singapore	**Singapore**
Degree in Information Systems (School of Computing)	Aug 2022 - Present

- Relevant skills: Java, Python, RStudio
- Relevant modules: Java, Java OOP, Unix, SQL

Nanyang Polytechnic	**Singapore**
Diploma in Business Management (Human Resources + International Business)	Apr 2017 - May 2020

- CGPA: 3.78/4
- Director's List Academic Achievement Award recipient [4 out of 6 semesters]

INTERNSHIP EXPERIENCE

Trinax Private Limited	**Singapore**
Software Tester Intern	May 2023 – Present

- Utilised exceptional analytical skills and problem-solving aptitude to review and analyse system specifications, resulting in a 20% reduction in implementation errors and improved overall system accuracy.
- Collaborated seamlessly with cross-functional software teams to develop highly effective strategies and meticulously crafted test plans, leading to a 15% improvement in product quality
- Maintained comprehensive logs documenting testing phases and defects, while proactively reporting bugs and errors to development teams, resulting in a 30% reduction in resolution time and enhanced product performance

United Overseas Bank	**Thailand**
HR Student Intern	
"Deployed to three HR functions (Talent & Dev/HRBP/Recruitment)"	Jun 2019 – Aug 2019

- Successfully analysed 2000 employee satisfaction data sets using Excel, providing insightful solutions and leading the implementation of team bonding activities, resulting in improved employee satisfaction
- Proposed improvements to UOBT Handbook, including updates to working hours and break time policies
- Managed and maintained up-to-date headcount records for employees across various functions

Nanyang Polytechnic	**Singapore**
HR Student Intern	
"Recruitment Agency"	Feb 2019 – Jun 2019

- Spearheaded and planned a comprehensive recruitment drive connecting Nanyang Polytechnic students with potential employers
- Conducted 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) program
- Designed and published at least 50 engaging job posters using the Canvas application

WORK EXPERIENCE

RoboThink	**Singapore**
Coding & Robotics Teacher	Jan 2023 – Apr 2023

- Delivered engaging and interactive lesson plans in coding and robotics classes for students using Python, ROCODE and Scratch software applications
- Maintained open and effective communication with parents and guardians to provide regular updates on student progress and address any concerns

Singapore Armed Forces (SAF)	**Singapore**
Specialist	Jul 2020 – May 2022

- 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

Grab	**Singapore**
Admin + Customer Service	Apr 2020 – Jul 2020

- 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 feedback
- Performed various administrative and customer service tasks as needed

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

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