# Test CV

**Career Objective**

**An ambitious personnel who strives**

**to achieve and contribute significantly to your company**

**Personal Qualities**

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| --- | --- |
| **Leadership Skills** | Directed groups of coaches to conduct swimming programmes for schools. |
| **Motivated & Driven** | Persisted in managing a business while studying full-time and sought self-improvement by taking extra modules in Business & Entrepreneurship to expand knowledge in business. |
| **Team Player** | Collaborated efficiently with business partner as well as enjoyed sharing knowledge and encouraging development of others to achieve specific team goals. |
| **Problem Solver** | Engaged in critical thinking to resolve complex issues in a methodical manner independently and with external business partners. |

**Educational Qualifications**

**2009 – 2013 Nanyang Technological University**

School of Mechanical & Aerospace Engineering

Bachelor of Engineering (Mechanical) - Third Class Honours

Minor in Entrepreneurship

Minor in Business

GPA: 3.00

### 2005 – 2006 Tampines Junior College

### GCE ‘A’ Levels

**Work Experience**

**Oct 2014 - Present Norgren Pte. Ltd.**

NEX Sales Engineer

* Handling sales of pneumatic components to MRO sector of various industries.
* Attend to telephone, fax, email & walk-in enquiries
* Responsible for achievement of sales target
* Prepare & follow-up on quotations.

**Sep 2013 - Sep 2014 HRnet One Pte Ltd**

Associate Consultant

* Provide career counseling and guidance to future career options
* Customize solutions for both candidates and clients on HRnet One's services
* Manage the whole cycle of recruitment from candidates' expectation through interview process and negotiation of offer
* Cold-calling companies to poach candidates or reach out to hiring managers.

**Achievements:**

* Managed to achieve confirmation criteria within first 3 months.
* Achieved SGD 35K sales revenue, surpassing sales target of SGD30K in the first quarter with the company.
* Achieved SGD50K sales revenue in 2nd quarter with company.

**Jan 2012 - Jun 2012 Rankine & Hill (S) Pte Ltd**

Assistant Engineer

* Assisted the Professional Engineer in attending meetings with clients and advise them the authorities’ requirements on M&E services in their construction projects
* Designed provisions of M&E services to architects’ drawing plans of construction projects using AutoCAD programme

**2010 – 2012 SportsTuition Learning Hub**

Founder

* Getting involved in day-to-day operations of the business by constantly promoting swimming programmes to schools. Arranged meetings with teachers to convince them to choose SportsTuition as their preferred partner.
* Supervised, coached, and guided a team of 60 coaches. Conducted training to ensure coaches use recommended teaching methodology when teaching.
* Worked pro-actively with business partner and coaches to ensure smooth operation of swimming programmes.
* Initiated new policies to build up the corporate image of the business to clients.
* Prepared quotations for swimming projects requested by schools. Planned budget for swimming programmes to ensure profitability.

**2006 – 2007 Development Bank of Singapore (DBS)**

Customer Service Officer

* Assisted customers in banking services and enquiries by providing fast and effective solutions, leaving customers satisfied in banking with DBS.
* Surpassed respective targets of calls evaluation and proved the ability to multi-task well.

**Co – Curricular Activities**

**2009 – 2010 NTU Lifeguard Corps**

Special Projects Officer

Competitive Swimmer

* Initiated new programmes for NTU student population to learn life-saving skills.

**2005 – 2006 TPJC First Aid Society**

Vice-President

* Revitalised First Aid Society to become a popular club in TPJC and promoted First Aid aggressively to educate the student population.
* Spearheaded several initiatives to involve every single student to be First-Aid ready.

**Other Skills & Information**

Nationality : Singaporean

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Date of Birth : 21st October 2014

Languages Spoken : English, Mandarin, Hokkien

Languages Written : English, Chinese

Class 2B Motorcycle License, Class 3 & 4 Driving License Holder