**Ng Jing Long**

Blk 109 Lengkong Tiga #04-269 Singapore 410109 Contact number: 92398721 Email Address: jinglong201@gmail.com

**Personal Data** Date of birth: 20 July 2000 Gender: MaleCitizenship: Singaporean

**Internship Objective**

Energetic and diligent student with a burning passion for IT industries, hoping that I will be able to not only improve myself but also the company. I am certain that I will be able to fully utilise the knowledge and skillset I have acquired when I am interning at the company.

**Education**

2023 – 2026 Bachelor of Science(Honours) Computer

Science   
 Singapore Institute of Management (SIM)

University of London

2018 – 2021 Diploma in Business Process & Systems

Engineering (BZE)

Temasek Polytechnic

2013 – 2017 GCE “N” Levels

GCE “O” Levels

Ngee Ann Secondary School

**Work Experience**

Dec 2017 – Feb 2018 **Part-time retail sales associate, NTUC FairPrice**

Main duties included:

* Good Communication skills. Such as telling customer the direction of the groceries and talking to the staff with manners.
* Learning of payment method, such as using nets, payWave and VISA
* Being responsible and trustable towards your staff.
* Learnt how to improve engagement with merchandise and providing outstanding customer service. Similarly, to my course where I have to see the process and system of the company.

2016 – 2019 **Part-time Badminton Coach**

Main duties included:

* Show good leadership skills by doing my job
* Excellent communication skills when teaching kids. While coaching, I would talk to them politely and friendly like how we normally talk to kids.
* Excellent Management skills. Learn how to manage my time so that everything during the coaching session run smoothly.
* Managing the logistics behind coaching such as booking courts and buying shuttlecocks, etc…

**Achievements**

Academic

**Ngee Ann Secondary School**

2017Distinction for GCE “O” Principle of Accounts

Edusave Good Progress Award

2016 Edusave Good Progress Award

Edusave “EAGLES” Award

2015 Edusave “EAGLES” Award

**Co-Curricular Activities & Leadership**

2023 – 2024 SUNIG 4th in Badminton , IVP 4th in Badminton

2018-2020 2 times 3rd in POL-ITE Badminton

Quartermaster of Temasek Polytechnic Badminton Team

2013-2015 2 times East Zone Badminton Inter-School Champion 2 times East Zone Badminton Inter-School Runner-up

Captain for the C div Badminton Team

Vice-Captain for the B div Badminton Team

Class Chairman of BZE TE06

**Volunteer Activities**

2016

Went to Lions home for the Elders and entertain the elderly. Play games with them and also sing songs.

2015

Went to “ The Food Bank” to donate food and arrange them in packages to donate to the elderly

**Courses/Workshops**

2019 Excel workshop

**Other Skills**

Computer Skills Proficient in:

* Microsoft Word
* Microsoft PowerPoint
* Microsoft Excel
* Microsoft Project
* Microsoft Visio

Coding Skills Proficient in:

* C coding
* Systems Modelling & Simulation
* HTML
* CSS
* JavaScript

Hands-On Skills Proficient in:

* 3D Printing

Business Skills Proficient in:

* Marketing Fundamentals
* Principles of account
* Market research
* Business Fundamentals
* Process Management
* Engineering Economy
* Decision Analysis
* Manufacturing Fundamentals
* Quantitative Methods

**Language skills**

Proficient in spoken and written English and Chinese



**Interests**

Listening to music, travelling, sports and any outdoor activities.

**References**

Mr Lo Hing Loon Careperson/Business Process & Systems Engineering School of Engineering Temasek Polytechnic 21 Tampines Avenue 1 Singapore 457898 Contact No: 67805529 Email: hingloon@tp.edu.sg