

Zian Punla

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PERSONAL SUMMARY

I am an Aerospace Engineering Student in Ngee Ann Polytechnic who is ideally looking to take up a role in an MRO Company. I am a motivated individual who possesses good teamwork capabilities. I am confident in my leadership due to my prior leadership experience and I am prepared to learn to the best of my ability in any environment-familiar or not. I believe in self-improvement and adaptability to any working condition.

EDUCATION

2023 – Ongoing: Diploma in Aerospace Engineering, Ngee Ann Polytechnic
2019 - 2022: GCE 'O' Levels, Admiralty Secondary School
2013 – 2018: PSLE , Woodlands Primary School

WORK EXPERIENCE

May 2024 - June 2024	Part Time Venue Associate, An Acai Affair Assigned tasks which include managing of stock, housekeeping, manufacturing and sales of product, upselling and marketing.
June 2023- November 2023	Venue Associate, Timezone Singapore Pte. Ltd Given duties such as monthly stock take, general housekeeping, ensuring proper maintenance and repair of machinery, sales. Additionally, the job scope included upselling and marketing, as well as handling customer enquiries.
January 2023- February 2023	Temporary Staff, UNIQLO Singapore Job scope included ensuring the venue was organised in the preferred layout , handling of stock, assisting in customer needs as well as general housekeeping.
January 2022- January 2023	Waiter, Wheeler's Estate (Bar & Grill) Dealt with customer complaints, gained experience in operating table management system.

CO-CURRICULAR ACTIVITIES

2019- 2022 **Admiralty Secondary School**

Applied Learning for Life Programme (2022)

- Programme designed to nurture in students a caring heart with a desire to empathise and help others using STEM knowledge.

Vice-Chairperson (2019 & 2022)

- In charge of managing class attendance, planning of events and assisting form teachers in discussions regarding the class

Sports Leader (2021)

- In charge of taking inventory of the equipment needed for every Physical Education session. Required to prepare the necessary equipment for the class before each session.

Virtual Cultural Exchange Programme [VCEP] (2021)

- Programme provided selected students the opportunity to interact with students from schools from different countries such as Japan, Malaysia, and more. Allowed students to share their experiences of what it is like schooling in their respective countries.

Innovation Programme (2021)

- Involved encouraging individuals to take public transport, reducing carbon emissions and creating a prototype for a bus application.

Peer Support Leader (2020)

- Responsible for looking out for the mental well-being of members of the class, assisted classmates who found themselves stressed or overworked through talks/discussions with them or by referring them to teachers they are comfortable sharing with.

Class Secretary (2020)

- Role mainly consists of assisting the Chair and Vice-Chairperson in their duties such as attendance taking, class management and planning for class events.

CERTIFICATES AND AWARDS

2022	Semestral Exemplary Admiral (SEA) Award - Graciousness
2022	Gold Certificate for The Leadership Challenge - (ALLP)
2022	Admirals' Virtual Run Sec 4/5 Boys: 10th Place (Individual)
2021	Innovation Programme 2021: Certificate of Merit
2019	Inter-Class Games Netball 2019 : Champion
2018	7th SPH Foundation North Zone Primary School Tchoukball Championships 2018
2018	Woodlands Primary School Games Day 2018: 3rd Place
2017	Woodlands Primary School P4 and P5 Tchoukball Tournament 2017 : 3rd Place
2016	Woodlands Primary School Games Day 2016 : 3rd Place

SKILLS

Languages

- Written and Spoken English, Spoken Mandarin

Software

- Microsoft Word, Powerpoint, Fusion360