



Tampines, Singapore



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MATTHEW JOSHUA SERDAN

Junior Technologist / Data Scientist

Certified Microsoft Excel Specialist with experience in data collection and tabulation.

Participated in the successful implementation of major projects to install new security systems in my BPRO

Internship at Certis Technology.

Possess good leadership qualities and able to work well in a team environment as well as independently.

EXPERIENCE

2019-03 – **INTERN - BUSINESS PROCESS AND RE-ENGINEERING AND OPERATIONS (BPRO)**

2019-07 **CERTIS TECHNOLOGY (SINGAPORE)**

- Assist the BPRO Project Team in the completion of 2 major projects
- Installation of physical security systems at client location and the configuration of software system on-site
- Research, record, and analyze existing security services and identify improvements
- Familiarity of tracking, recording, and allocation of security system hardware (CCTV camera, monitors, PC) and software
- Track and record CCTVs in project location

2019-04 – **EVENT CREW (PART-TIME)**

2019-09 **DEFINING ALL GREAT NARRATIVE CONTENT (DAGNC)**

- Assist and participate in Government Roadshows for CPF
- Coordinate Inter-Religious Community events
- Track, move, and deliver logistics items; manage and support guests who need assistance

2017-03 – **EDUCATION**

2020-04 **DIPLOMA IN BUSINESS PROCESS AND SYSTEMS ENGINEERING**

TEMASEK POLYTECHNIC

- Student Facilitator – Global Community Day (2018)
- Sub-Committee Member – Open House Training Camp (2019), Mentor Training Camp (2018), Freshmen Orientation (2018)
- Event Helper – Open House (2019), CCN Day (2018), International Students Week of Welcome (2018)
- Volunteer – ASEAN Talent Fiesta (2018), Newspaper/Old Clothes Collection (2017)
- Class Representative for 2 years

G.C.E, 'O' Levels

BEDOK GREEN SECONDARY SCHOOL

- Participated in Intra-School Sports Activities (2016)
- Represented School at Inter School History Competition in 2016
- Represented School at National Schools Basketball C Division Boys East Zone in 2014

AWARDS AND CERTIFICATIONS

- Microsoft Office Excel Specialist
- Scrum Foundation Professional
- Microsoft Azure Data Fundamentals
- Microsoft Power Platform Fundamentals
- Microsoft Azure AI Fundamentals
- Microsoft 365 Fundamentals



SKILLS

- Managing Worksheets and Workbooks
- Digital Technology
- Business Statistics
- Research and Analysis
- Creativity
- Critical Thinking

TRAININGS

- Microsoft Azure Fundamentals
- Data Science Fundamentals