

## **Andrew Tham Wei Quan**

### **Personal Data**

#### **Address and Contact Details**

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### **CAREER OBJECTIVES**

To pursue a career in Cyber Security Sales with special emphasis on managing customer relationships.

### **EDUCATION**

April 2013 to April 2016

Nanyang Polytechnic

School of Business Management

Diploma in Accountancy and Finance obtained credits and distinctions in 14 out of 31 Accounting and Finance Modules

January 2009 to December 2012

Ang Mo Kio Secondary School

GCE "O" Level (Science Stream)

Obtained a Distinction in Elementary Maths, English, Combined Science (Chemistry and Biology), Pure Physics and credits in Additional Maths, Chinese and Combined Humanities (Geography and Social Studies)

January 2003 to December 2008

Zhong Hua Primary School

Primary School Leaving Examinations (PSLE)

Obtained a Distinction in English, Maths, Mother Tongue (Chinese) and Science.

### **WORK EXPERIENCE**

March 2019 to January 2020

Cyber Security Sales Specialist, SEMNet Pte Ltd

Gained experience in being a cyber security consultant for companies. Identified sales opportunities and grew the sales base. Developed strong problem-solving, influence and negotiation skills, making positive long-term customer relationships.

Daily tasks included cold calling, building customer relationships and providing B2B consultation for company's cyber security. Managed client follow-ups and meetings with vendors.

October 2018 to February 2019

Account Executive, Watsons Singapore

	Processed invoices for the Non-Trade Payables of the company, and helped produce financial reports for reporting.
October 2016 to October 2018	SAF Bandsmen, SAF Band Learnt to play the clarinet and passed the Basic Military Musician Course. Was appointed as the LIFE IC to the band and assisted with ensuring the safety and fitness of the band.
July 2016 to July 2016	Relief Teacher, Fernvale Primary School Assigned to relief classes in all subjects throughout all levels of the school. Assisted a teacher with his teaching schedule as he was away on reservist.
April 2016 to June 2016	Administrative Assistant, Hogg Robinsons Singapore Supported the Finance team with the imputing of data from their sales department.
March 2014 to March 2014	Waiter, The Town Restaurant, Fullerton Assigned as a service stuff – communicated fluently with people from all walks of life. Went out of my way to solve customer's problems, resulting in various compliments from supervisors and customers, with no complaints filed in the entire duration of work. Coached 4 newcomers in the span of 2 days to do the required tasks
January 2013 to February 2013	Bank Ambassador, Overseas-Chinese Banking Cooperation Ability to organize tasks well. Provided excellent customer service skills. Received many compliments from customers and customer service stuff.

### **INDUSTRIAL PLACEMENT PROGRAMME**

December 2015 to February 2016	<u>Ernst and Young's Singapore</u> Performed a wide spectrum of functions, including maintaining full sets of accounts, audit schedules and other ad hoc duties as assigned.
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### **TEACHING ENTERPRISE PROJECT (TEP) ATTACHMENT**

June 2015 to July 2015	TEP is a unique pedagogy pf my graduating polytechnic. Attached to the various Business Centres to work on client-based projects as well as serve front-line customers. Developed a customer-centric and
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process-oriented mind set. Also became more resourceful and confident. Learnt to work under tight deadlines and meet the ever changing needs of clients.

## **CO-CURRICULAR ACTIVITIES**

2012 - 2012

Vice Chairman – Media Library Club  
Participated in Intra-School Activities (Chinese New Year Celebrations and Combined Club and Society Camp)  
Class Chairman – 2012

2011 – 2011

Vice President – Infocomm @ AMKSS  
Represented school at Local Competitions  
Participated in Intra-School Activities (Inter-Class Drama Competition and Inter-Class Painting Competition)  
Class Character Development Personnel – 2011

2009 - 2010

Member – Infocomm @ AMKSS  
Participated in Intra-School Competitions (Inter-Class Soccer Tournament, Inter-Class Volleyball Tournament and Sports Day Relay Events)  
Class Vice Chairman – 2010

## **ACHEIVEMENTS**

Achieved the following:

- Baker Tilly TFW LLP Award for Best Performance in the Internship Programme
- Directors' List 2013/14 Semester 1
- NYP-ISCA Scholarship 2013/14
- Eagles Award 2012
- Top 5 in the IDA Inter School Cyber Wellness Challenge

## **WEB CENTRIC SKILLS**

- Proficient in the use of MS Office Environment – MS Word, Excel, Presentation
- Able to design web pages using Dreamweaver CS5.5
- Strong in the use of Internet and on-line retrieval systems for Info research

## **LANGUAGE SKILLS**

English  
Mandarin

Spoken  
Excellent  
Fair

Written  
Excellent  
Fair

## **REFERENCES**

Mr. Yong Kin Loong  
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Nanyang Polytechnic  
School of Business Management  
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