

Mok Qing Ling

697C Jurong West Central 3 #12-29, Singapore 643697

+65 9752 9907 | MokQingLing@gmail.com

Education

Ngee Ann Polytechnic **Apr 2021 – Present**

Diploma in Information Technology

Institute of Technical Education **Apr 2019 – Apr 2021**

Higher Nitec in Cyber & Network Security

Yuhua Secondary School **2014 – 2018**

N Level & O Level

Working Experience

Eden Technology & Services Center Pte Ltd **Oct 2020 – Feb 2021**

Intern

- Respond and assist to queries from online marketplace platform
- Maintain social media and organize event to boost sale for the company
- Maintain inventory accuracy by monitoring stocks daily
- Support Technicians to repair electronic devices

Cathay Cineplexes **Nov 2018 – Jan 2019**

Part-Time

- I had learned how to present myself professionally to customer enquiries and at the same time get things done in an efficient manner

Skills & Interests

- Language: Fluent in spoken and written English and Chinese
- Programming Languages: Python (Basic)
- Software: Microsoft Office (PowerPoint, Excel and Words)
- Laboratory Skills: Report Writing

Co-curricular Activities

Ngee Ann Polytechnic, Outdoor Adventure Club **Present**

Member

Ngee Ann Polytechnic, Food Aid Club **Present**

Sub-Committee

- Participated in local community work service
- Develop activities and games for faculty students to expand the social network
- Plan community service events with external organisation such as community service collaboration with NTUC

Institute of Technical Education, Ultimate Frisbee
Member

Apr 2019

Yuhua Secondary School, Harmonica Band

2017–2018

Executive Committee

- Section Leader
- Lead my section and new batch of students. Organise games and communicate with them
- Using communication and leadership skills to lead the team making sure team member are bonded and works together towards Singapore Youth Festival (SYF)

Awards & Certifications

Data Science: Computational Thinking with Python, University of Berkeley **2020**

- Massive open online course from edx.org

Certified Security Specialist v9, EC-Council **2020**

Certified Secure Computer User v2, EC-Council **2020**