

# MOSES TAN

*Ambitious, bold and charismatic graduate with proven leadership, organizational and public-speaking skills. Passionate about transforming businesses and industries through process creation and augmentation. Seeking to apply my abilities to promote and stretch the boundaries of digital innovation to create value for your company.*

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📅 1996.08.16 // Malaysian

## PROFESSIONAL EXPERIENCE

**08/2017 – 09/2017** **Kuala Lumpur, Malaysia**

### **KPMG MALAYSIA, IT Advisory Intern**

- Worked closely with 4 management consultants to advise upon a bank's IT procurement processes.
- Compiled and translated research taken from employer's source site, client documents and interviews which was used to analyze and improve the client's procurement model.
- Personally designed an interactive Excel model dedicated to help identify and determine the weightage of relevant criteria when evaluating tender proposals. It is still in commercial use to date.
- Contributed Powerpoint slides for two workshops to the client and also worked closely with Manager to present an overview.
- Designed process maps & helped summarize the assessment of the client's 'current state' in the final report.

**08/2016 – 09/2016** **Brunei Darussalam**

### **BDO ASEAN, Audit Intern**

- Utilized accounting software to balance various accounts for local businesses.
- Successfully gathered and contributed field research data; spent two days organizing and manually vouching transactions of a local sports club.
- Reviewed multiple financial statements and handled the opening and organization of new client's accounts.

**01/2016 – 04/2016** **Shanghai, China**

### **English Tutor**

- Taught English based on the TOEFL syllabus to local university students.
- Led sessions of up to 15 participants that were designed to motivate & help students increase their English proficiency and international employability.

**Summer 2015, 2011** **Brunei Darussalam**

### **Luke Tan Clinic, Receptionist & Clinical Assistant**

- Learnt and practiced basic book-keeping and organizational skills to record patient payments and appointments.
- Assisted professionals in their treatment of patients.
- Guided patients through occupational medical tests and recorded results.

**Summer 2014** **Brunei Darussalam**

### **MSCK Advocates & Solicitors, Legal Intern**

- Involved in a case regarding a property development dispute. Assisted with research and contributed my findings towards the final case report.

**Summer 2014** **Brunei Darussalam**

### **Sandhu & Co. Advocates & Solicitors, Legal Intern**

- Interviewed several clients and witnesses, developing interpersonal skills.
- Drafted affidavits based on interviews and contributed them to two accident cases.

## EDUCATION

**University of Warwick** **2015-2018**

BA (Hons) Philosophy, Politics & Economics  
Second Class – Upper Division (2.1)

**Shanghai International Studies University** **2014-2015**

Chinese Proficiency: HSK 5  
(Second Highest Level to Foreign Students)

**Jerudong International School**

GCE A-Levels (AL: A\*AABC, AS: A\*) **Aug. 2014**  
I/GCSEs (6A\*, 5A) **Aug. 2012**

## ACHIEVEMENTS & PROJECTS OF NOTE

### **Cofounder, Marketing Executive (2017 – May 2018)**

Co-founded M-Equity: A student-led organization that seeks to expose non-finance students to the stock market & develop their interest in trading and investment. As a team of 5, we created sponsorship proposals, logos & liaised with various firm representatives & student societies to organise workshop sessions & investment challenges.

### **Warwick Enactus Consulting (2017)**

Worked in a team of 5 student consultants to advise local businesses. After 3 months our team designed & delivered a cost-efficient, fully functional digital database template

### **National Excellence Award (2014)**

One of 130 students chosen to receive the national award for A-Level results.

### **ASEAN Youth Leadership Program (2013)**

Selected to be part of an ASEAN youth think-tank network aimed at contributing towards the development of ASEAN.

### **Duke of Edinburgh Award (2014)**

Completed the Bronze, Silver & Gold Award.

## SKILLS

### **Microsoft Office (Proficient)**

Excel (MOS Certified), Word, Access, Powerpoint, Visio

### **Programming Languages**

Python (Basic Application Design)

HTML, CSS, JavaScript (Website front end design)

SQL (MS Access database design)

### **Digital Design and Photo Editing**

Photoshop CC (Intermediate: Photo-editing & logo design)

### **Language(s)**

English (Native)

Chinese (Intermediate)

Malay (Basic)

## LEADERSHIP ROLES

**House Captain / Head Prefect (2014)**

**Boarding House Prefect (2012-2013)**