

# 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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## PROFESSIONAL EXPERIENCE

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

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

- Worked with four consultants to restructure a local bank's IT procurement system.
- Compiled and translated research taken from employer's source site, client documents and interviews which were used to analyze and improve the client's procurement model.
- Developed a reporting system that calculated the weightage of relevant criteria when evaluating tender proposals. It is still in commercial use to date.
- Created client workshop Powerpoint presentations.
- 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.
- Gathered and contributed field research data. Organized and manually vouched a local sports club's transactions.
- Reviewed multiple financial statements and handled the opening and organization of new client's accounts.

**Summer 2015** **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.

**01/2015 – 04/2015** **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 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 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 (2016 – 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. Created targeted proposals and presented to sponsors, raising over £3000. Liaised with firm representatives & student societies to hold workshop sessions & investment challenges.

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

Led the design and implementation of an online database for a local charity. Transformed their sign-in and registration process. The charity saved £700 annually to spend on other community projects. Presented the project to our sponsors in London.

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

One of 35 students chosen to receive the national award for GCE 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)  
STATA (Data analysis & presentation)

### **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)**