

# Aaron Chua YongBin

## Data Analyst

Singapore

- Email me on Indeed: <http://www.indeed.com/r/Aaron-Chua-YongBin/834887d5956c62df>

## Work Experience

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### Data Analyst

Manpower Staffing - Singapore

May 2019 to October 2019

Singapore

- Perform integrity checks on data and business listings.
- Perform evaluation tools to ensure the integrity of the business data.
- Validate, verify, create and correct the data
- Documentation on editing policy and approved sources
- Analyzing and grading large sets of data relevant to specific markets
- Investigating and providing feedback on issues reported
- Validating and correcting data from external sources

### Operations Manager (Events)

Proof Label - Singapore

April 2014 to March 2017

Singapore

- Service and maintain long-term relationships with clientele that comprises of leading global brands
- Close communication between clients, internal creative team and vendors to ensure adherence to production schedule and client satisfaction
- Understand client needs and provide solutions that exceed their expectations
- Prepare quotation, pitch, proposal and presentation to clients
- Pre-event conceptualizing, planning and coordination
- Responsible for coordinating with logistics company for timely delivery of bar counters and stores
- Work independently in the sourcing and procurement of bar inventory
- Responsible for the cleanliness of bar equipment to maintain a high standard of hygiene
- Responsible for the scheduling of manpower
- Create positive customer experience by addressing and resolving any queries and complaints quickly
- Oversee the set up and dismantling of event infrastructure

Key Achievements:

- Monitored and ensured each project was executed smoothly and successfully delivered to client on time
- Fostered strong customer ties by quickly addressing and resolving client queries and complaints

### Account Executive

Singapore

March 2013 to March 2014

Singapore

- Close communication with vendors to ensure adherence of delivery schedules
- Responsible for production of difference point of sales media (light box, display stand)
- Assist superior in conceptualising proposals into detailed presentation for project pitching
- Installation and maintenance of television commercials
- Assist director to produce detailed proposals and presentations for project pitching after conceptualization

## Education

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### **Bachelor of Science in International Tourism and Hospitality Management**

University of Sunderland

October 2017 to July 2018

### **Advanced Diploma in Hospitality**

Management Development Institute of Singapore

February 2017 to August 2017

### **Diploma in Travel**

Management Development Institute of Singapore

April 2008 to February 2012

## Skills

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EXCEL (Less than 1 year), MICROSOFT OFFICE (Less than 1 year), MS OFFICE (Less than 1 year), POWERPOINT (Less than 1 year), WORD (Less than 1 year)

## Additional Information

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### **SKILLS**

Fluent in English and Mandarin

Proficient with Microsoft Office (Word, PowerPoint, Excel)