TANG YUN TENG

Undergraduate Bachelor of Business Analytics (Hons)

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🔗 Tang Yun Teng E-Portfolio

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Organized, innovative, and fast-learning Business Analytics graduate with strong skills in stakeholder communication, data visualization, and analytics. Experienced in financial reporting, order management, and business operations, with hands-on expertise in integrating and analyzing transaction data.

EDUCATION

Bachelor Degree of Business Analytics (Honours)　　　　　　　　**Apr 2022 - Apr 2025**

Sunway University　　•　CGPA 3.69　　•　Dean List Award

WORK EXPERIENCE

Project Management Intern, Principal Asset Management　　　　　**Jan 2025 - Current**

- Supported outsourcing projects by managing stakeholder coordination, progress tracking, and documentation to ensure smooth execution.
- Assisted in budget review and project reimbursement, reconciling financial records to maintain data accuracy.
- Conducted UAT testing, automated tracking templates, and developed dashboards to visualize testing progress and improve reporting.

Business Analyst Intern, Reinsurance Group of America (RGA)　　　**Jan 2024 - Mar 2024**

- Compiled and integrated complex datasets from multiple periods and clients using Power Query, improving data consistency and analysis efficiency.
- Analyzed and summarized financial records using pivot tables, identifying key trends, outliers, and actionable insights for management.
- Validated and reconciled refund transactions across client accounts by constructing advanced SQL queries, ensuring financial accuracy and compliance with regulatory standards.

PROJECT

Integrated Financial and Transactional Dashboard Development　　**Oct 2024 - Jan 2025**

- Developed interactive dashboards in Power BI to consolidate financial reports (P&L, Balance Sheet), P2P, O2C transactions, and stock inventory data.
- Enabled seamless tracking of order management and stock inventory, integrating sales, delivery, and invoicing data for end-to-end visibility.
- Addressed data silos by integrating scattered Excel files, enhancing efficiency and decision-making through unified analytics.

SKILLS SUMMARY

- **Data Visualization:** Power BI, Tableau, NodeXL
- **Statistical & Data Analysis:** IBM SPSS, RStudio
- **Machine Learning:** Weka, Python
- **Data Management:** MS Excel, Power Query
- **ERP Systems:** Sage X3
- **Database Management:** MySQL, MS Access
- **Web Development:** HTML, CSS