

Ching Hui Ng

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EXPERIENCE

NTUC FAIRPRICE CO-OPERATIVE LTD | PROGRAM EXECUTIVE (CLICK&COLLECT)

DEC 2017 – PRESENT | Singapore

- Collaborate with cross-functional teams within and beyond the organization to execute projects
- Design better excel templates to facilitate the measurement of projects

NORTH EAST AIRCONDITIONER AND MATERIAL PTE LTD | PROJECT & SALES EXECUTIVE

FEB 2017 – NOV 2017 | Singapore

- Self-initiated revamp of quotation process, saving > 200 hours/year with digitization & Excel templates
- Redesigned stock check process with a reduction in manual counting efforts, saving > 180 hours/year
- Developed a table of products' specifications & relationships to improve the efficiency of new staff training

NINJA LOGISTICS PTE LTD | PROJECT MANAGEMENT ASSOCIATE

JUN 2015 - NOV 2016 | Singapore

- Implemented operational changes, saving > 300 hours a year
- Leveraged on scripting to automate the sending of customized emails
- Led weekly discussions to identify, prioritize & reinforce processes to optimize customers' experience
- Generated, analyzed & leveraged the monthly data to reduce the occurrences of penalty
- Led 3 series of operational changes to facilitate new 3rd party partnerships for international shipments
- Educated Indonesia Team with co-founder on new process
- Sourced for supplies, achieving > 15% cost savings

MARCELLA HOLDINGS PTE LTD | OPERATIONS INTERN

MAY 2014 - AUG 2014 | Singapore, Melbourne, London

- Optimized shopping experience within the pop-up stores, acquiring > 800 new customers
- Initiated & presented profitability data of pop up stores held to the CEO

CAR CLUB PTE LTD | ADMINISTRATIVE & SALES ASSISTANT

DEC 2011 - JUN 2012 | Singapore

- Educated customers on the telematics & mobile technology operated car-sharing service
- Effectively utilized Excel functions to rectify financial data errors
- Established a work flow to facilitate the training of new staff

EDUCATION

UNIVERSITY OF LONDON INTERNATIONAL PROGRAMMES | B.SC. IN ECONOMICS & MANAGEMENT

Singapore | 2nd Upper Honours

SKILLS

LANGUAGE • Proficient: English | Chinese • Beginner: Bahasa Indonesia

TOOLS Adobe Illustrator | Canva | Google Drive | Microsoft Excel

PROGRAMMING • Familiar: CSS | HTML • Beginner: SQL