

CHAN YI HENG

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EDUCATION

Singapore University of Social Sciences
Bachelor of Science (Honours) in Mathematics

Singapore, SG
Jan 2022 – Dec 2025

Singapore Polytechnic
Diploma in Banking & Finance

Singapore, SG
Apr 2016 – Mar 2019

EXPERIENCE

Finance Assistant

Sep 2021 – Dec 2021

Indeed

Singapore, SG

- Assisted in the successful migration of Japanese entity accounts, ensuring compliance with international accounting standards and regulatory requirements
- Maintained precise and reliable financial records for Japanese entities, leveraging advanced accounting software to ensure accuracy and consistency
- Collaborated with internal stakeholders to efficiently execute financial transactions using the Salesforce platform, improving transaction processing time and accuracy
- Developed and implemented interim solutions to reduce miscommunications, significantly enhancing team efficiency and workflow productivity

Finance Assistant

Aug 2019 – Dec 2021

Singapore Armed Forces

Singapore, SG

- Managed unit financial accounts using a central government procurement system, providing expert advice on operational and welfare purchases to optimize resource allocation
- Ensured compliance with procurement policies and directives for HQ sub-units through effective collaboration with finance stakeholders, enhancing adherence to regulations
- Conducted bi-annual internal audits, including Risk Internal Control Evaluations, and prepared comprehensive reports with findings and analyses for submission to the Unit Chief
- Made strategic recommendations for improving finance governance at the unit level and implemented accepted measures to enhance system discipline and operational efficiency
- Co-managed COVID-19 Taskforce finances with finance clerks and officers, ensuring accurate and timely processing of all financial transactions during a critical period

Wealth Management Intern

Sep 2018 – May 2019

DBS Bank

Singapore, SG

- Conducted comprehensive reviews of documents under the Accredited Investor regime, ensuring full compliance with regulatory requirements and internal policies
- Collaborated with the Front Office to efficiently execute service requests from Private Banking clients, consistently delivering exceptional customer service
- Maintained precise and up-to-date transaction records for Private Banking clients, ensuring compliance and reliability of financial documentation
- Assisted the Team Lead in collecting and analyzing data, identifying areas for system enhancement, and proposing actionable solutions to improve process efficiency and effectiveness

PROJECTS

Personal Website | HTML/CSS, JavaScript

May 2024 – Jun 2024

- Designed and developed a personal website using HTML, CSS, and JavaScript, showcasing strong front-end development skills
- Deployed the website to a GitHub repository, demonstrating proficiency in version control and collaborative coding practices
- Hosted the website under a personal domain using Cloudflare, ensuring reliable and secure access with optimized performance
- Implemented responsive design principles to ensure the website is user-friendly across various devices and screen sizes

- Utilized Cloudflare services for enhanced security, performance optimization, and efficient content delivery, improving user experience and site reliability

COVID-19 Safe-Entry Clone System | *HTML/CSS, JavaScript, SQL*

Sep 2020

- Developed a Safe Entry clone system to log visitor entries at various locations during the COVID-19 pandemic, facilitating effective contact tracing
- Utilized front-end technologies like HTML, CSS, and JavaScript to create a user-friendly interface for seamless visitor check-in
- Integrated a MySQL database to store visitor logs securely and ensure quick retrieval for health authorities
- Designed the system to comply with data privacy regulations, ensuring sensitive information is handled responsibly
- Enhanced the system with real-time reporting features to assist health authorities in tracking and isolating potential COVID-19 clusters efficiently

Digitalization by Frank, OCBC | *Microsoft Suite, Adobe XD*

Apr 2018 – Jun 2018

- Collaborated with a team of four to propose and prototype innovative digitalization strategies aimed at enhancing OCBC Bank's appeal to younger customers
- Conducted market research to identify the digital banking needs and preferences of the youth demographic, informing the development of targeted solutions
- Designed user-friendly mobile app features and an intuitive interface to improve user engagement and streamline banking experiences for young customers
- Developed interactive prototypes using Adobe XD, demonstrating proposed features and enhancements to OCBC stakeholders
- Presented project findings and prototypes to OCBC executives, providing actionable insights and recommendations for future digital banking initiatives
- Received positive feedback from OCBC stakeholders, highlighting the potential impact of the proposed digitalization strategies on customer satisfaction and retention

TECHNICAL SKILLS

Languages: Python, SQL, JavaScript, HTML/CSS, R, LaTeX

Developer Tools: Git, VS Code, Visual Studio, PyCharm