

J Sugirthanjali

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Seeking full time internship in a dynamic organization

Motivated individual with proven time-management skills developed from ongoing part time employment while simultaneously studying and attending volunteer placements. Highly articulate individual able to work confidently with diverse cultures and situations in which cultural awareness and appreciation are integral, developed from working as an intern and team leading across different countries like India, Sydney and Fiji. Strong academic background with an equally strong practical knowledge from working in an office environment and coordinating with teams globally, in both MNCs (Nokia) and start-ups (Carousell, Project Everest, FarmEd, Trabble.co). A true thrill-seeker, with an immense passion for the arts and new experiences that push boundaries. Seeking an opportunity to be employed in a position that requires a dedicated, driven and enthusiastic employee.

Key Skills:

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|-------------------------|-------------------------|------------------------------------|
| ▪ Data Mining | ▪ Quantitative analysis | ▪ Data Visualization |
| ▪ Prescriptive Analysis | ▪ Customer service | ▪ Records management |
| ▪ Problem Solving | ▪ Data Management | ▪ Customer Relationship Management |
| ▪ Programming | ▪ Marketing | |

Software Skills: Tableau ~ PowerBI ~ Looker ~ MySQL ~ Python ~ R Studio ~ Java ~ Microsoft Word ~ Microsoft Excel ~ AWS ~ MongoDB ~ Firebase ~ Microsoft Azure ~ Luis ~ Microsoft ChatBot Framework ~ Neural Networks ~ RapidMiner ~ TensorFlow

EDUCATION

National University of Singapore

2016 - 2020

Bachelor of Science (Business Analytics)

CAP: 4.27

Anglo Chinese School Independent

2014-2015

International Baccalaureate Diploma (43 points)

Academic Achievements

- **2017:** Recipient of Young Talent Programme(YTP) – Market Immersion Award
- **2017:** Recipient of the NUS International Internship Award
- **2017:** Cumulative average point of 4.58 in Year 1 of University
- **2015:** Invited to join National Society of High School Scholars in recognition for maintaining above average results
- **2014:** 43 points for IB Diploma
- **2014:** Commendation: Top Scorer For Group 2 Subject in IB Year 5

Modules Taken

- | | | |
|---|---|--|
| ▪ Decision Making Methods and Tools | ▪ Programming Methodology | ▪ Data Management and Visualization |
| ▪ Applications systems development for Business Analytics | ▪ Data Structures and Algorithms I & II | ▪ Business and Technical Communication |
| ▪ Independent Software Development Project | ▪ Introduction to Business Analytics | ▪ Strategic IT Applications |
| | | ▪ Marketing |
| | | ▪ Quantitative Reasoning |

- Probability and Statistics
- Linear Algebra
- Calculus for Computing
- Advanced technology Attachment Programme
- Public Speaking
- Innovations in Computing

EMPLOYMENT HISTORY

DATA ANALYST – CAROUSELL (SINGAPORE)

CURRENT

Currently working as a data analyst for the cross functional business team, that serves across the 7 countries that Carousell has a presence in.

Achievements and Contributions

- **Data Service Desk:** In charge of managing the entire data service desk, where data requests were made from all over the 7 countries and I had to pull out information for various partners, marketing campaigns and stakeholders
- **Analysing company health metrics:** In charge of designing and maintaining daily and ad hoc dashboards and looks that showed the health of the company to the investors and various stakeholders
- **User Persona Analysis:** In charge of a project involving analysis of Carousell users, allowing a deep user segmentation for the company
- **Partnerships Data Pack:** Automating dashboards and reports to aid the media and partnerships team – creating a data room to optimize time taken to close deals
- **Restructuring the data service:** Heading project on revamping the way requests are created in Carousell

PRODUCT ANALYST – TRABBLE.CO (SINGAPORE)

MARCH – MAY 2018

Joined Trabble, a travel start-up based in Singapore, to use data to boost product development.

Achievements and Contributions

- **Analyzing data:** Using Microsoft PowerBI to analyse vast amounts of data that are being generated by chatbots that have been installed in the customers' websites and Facebook pages
- **Creation of key performance indicators:** Finding out which factors are the most important to optimize customers' business and converting data into useful meaning for customers
- **Dashboard:** Visualizing information in best way possible for customers' benefit and meeting up with the customers to analyse what information is needed the most

TEAM LEADER – FARM ED (FIJI)

DECEMBER 2018 - JANUARY 2018

Leading a team of 6 members to work for a Data Analytics/Market Research Project in FarmEd for a month. This is an internship based in Fiji.

Achievements and Contributions

- **Building a database:** Built a front end and back end for a central database for all villages, farmers, business owners and contacts made by the organization in Fiji, Malawi, Timor
- **Building and populating a CRM from scratch:** Ran a sub project to lead and use a customer relationship management software to integrate all sales pipelines
- **Data Collection and Sales:** Collected data in over 60 farms and made over 20 sales for the initial workshops and proof of concept stage
- **Stakeholder meetings:** Met up with important government officials in the Ministry of Agriculture, various NGOs and village chiefs to set up MOUs and partnerships for the company

TEAM LEADER TRAINING - PROJECT EVEREST (SYDNEY)

SEPTEMBER 2017

Part of an intensive experiential team leadership training in Sydney to lead a project in a developing country in 2018. Was part of a simulated zone in the Blue Mountains, where we had no contact with the outside world for 9 days and went through a series of scenarios on the back drop of a made-up village, where the ultimate goal was to create a social enterprise

Achievements and Contributions

- **Building a social enterprise:** Worked on a plan, pitched it to villagers and to a group of potential investors in a simulated zone
- **Crisis management:** Dealing with scenarios that are extremely unexpected, regarding tackling problems that can be faced in a developing world with various stakeholders

MARKETING ASSOCIATE - PROJECT EVEREST (SINGAPORE)

AUGUST 2017 - ONGOING

Part time job of a marketing associate in the start-up, Everest, to be done in university during Semester 1 2017/2018.

Achievements and Contributions

- **Pitches and Talks:** Organizing and giving talks in different lecture slots, co-curricular activities and clubs to spread awareness about project Everest and the different programs it holds
- **Connections with different universities:** Organized and was guest speaker in different private universities in Singapore(Murdoch University) to share my experience in Fiji and recruit people on board
- **Human Resource:** Did information sessions and first level interviews through phone before organizing an online interview slot

DATA ANALYTICS INTERN - PROJECT EVEREST (FIJI)

JULY 2017 – JULY 2017

Everest is a start-up social enterprise based in Sydney. Embarked on a month long internship and learning to incorporate artificial intelligence along with the utilisation of drones to help local farmers in Fiji optimize their harvest every year. This internship is based in Fiji.

Achievements and Contributions

- **Using Artificial Intelligence:** Used the Microsoft Chat Bot , Microsoft Azure and Luis to create a chatbot and a pest/disease identifier and a minimum viable prototype of an app that could be used among the farmers
- **Data collection:** Visited over 70 farms in the Sigatoka Valley to collect data regarding plant health, parasite and fungi, plant spacing, machinery, pesticides and many more using drones
- **Research:** Did lots of primary and secondary research in the field of data driven farming and how to turn it into a viable solution that is customized to the Fijian market.

DATA ANALYTICS INTERN - NOKIA (INDIA)

MAY 2017 – JUNE 2017

An internship in the sales performance management team. Used different analytics tools to analyse the sales pipeline and identify deviations in Order intake forecast from period to period in projected, separate opportunities which do not move for more than 6 months, opportunities that are low win probability and their impact on weighted pipeline. This internship is based in Noida, India.

Achievements and Contributions

- **Sales Pipeline Analysis:** Created decks to send to the European market showing an in depth analysis of the their performance for the period that had just ended (P05)

- **Visualization:** In charge of creating various methods and select the best dashboards that showed noticeable trends that needed changes
- **Research:** Researched upon new additions to the Key Performance Indicator list currently used by Nokia and also provide suggestions on new criteria that could be added to already existing indicators like the Data Quality Indicator

PHYSICS TUTOR - RAFFLES TRUST SCHOOL OF HIGHER LEARNING

JANUARY 2016 - ONGOING

Worked full time for 8 months and part time after starting university as a physics tutor for students aged 13-18 (Secondary 1 to Junior College 2)

Achievements and Contributions

- **Teaching:** Taught close to a 100 students all together in the year. Did a lot of multi-tasking as the business model of the tuition centre was to have different students learning different grades under the same time slot but give personal attention to each one
- **Resources Management:** Ensured accurate management of resources and materials available in the library. Created new resources and updated out dated syllabuses constantly.
- **Scheduling:** Scheduled all lessons and ensured that no clashes in time or availability of tutor and students occurred. Maintained and updated the weekly master schedule
- **Customer Service:** Provided customer service. Responded to customer enquiries, providing support and guidance as required.

PROFESSIONAL REFEREES

Dr Charles Chan

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PROJECTS

2017	Orbital	App development Summer Program
2017	R Shiny Web App Development	Developed a Bus Companion App

VOLUNTEER PLACEMENTS

2015	Red Cross – Nepal	Fundraising Volunteer
2014-2015	CareHut	Volunteer Assistant

PERSONAL ATTRIBUTES

- ✓ **Effective Communication Skills:** Articulate communicator with appreciation for different communication styles required when working with team members or customers.
- ✓ **Honest and Reliable:** Strong morals and ethics ensuring honesty, reliability and ability to responsibly undertake tasks.
- ✓ **Flexible:** Understanding of the need for flexibility in order to support last-minute demands and changes. Comfortable with changing environments and situations, ensuring ability to remain flexible and adaptable.
- ✓ **Time Management:** Dedication to effective prioritisation and management of time by allocating tasks and recording activities in diaries and daily to-do lists.
- ✓ **Organizational skills:** Able to organize large scaled events and co-ordinate various aspects together in order to ensure a smooth run of the programme

EXTRA-CURRICULAR ACTIVITIES

- 2015: Head of the organizing committee of the Singapore Young Photographers Convention
- 2015: Head of logistics in event planning in the Environment Focus Group
- 2014-2015: Team leader in home group visits in the Interact Club
- 2014-2015: Editor and Videographer in !Ink (Editorial Club)
- 2014-2015: Team Captain for Indian Debate Club