

# TAN E-Zhen

## SUMMARY OF SKILLS

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An adaptable, detail-oriented and self-directed learner with strong leadership skills. I have a strong interest in helping organisations and teams in managing and harnessing data to optimise performance. My skills include:

- Preparing data for easy mining, including dealing with missing and messy data.
- Creating visuals and graphs of present and historical data using tools such as Qlik Sense and Python to find trends and insights for more effective problem solving and decision-making.
- Carrying out data analysis with Python and SQL.

## EDUCATION

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**Singapore University of Social Sciences**

**JUL 2018 – MAY 2022**

**Bachelor of Science in Business Analytics with Minor in Algorithmic Development**

## WORK EXPERIENCE

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**NCS Pte Ltd**

**AUG 2022 – Present**

**Analyst, Data & AI Consulting**

- Working with service owners to translate requirements into analytics solutions (e.g. dashboards with Qlik Sense)
- Exploring data provided by users to identify data integrity issues and potential trends
- Communicating with stakeholders to gather and refine requirements
- Developing dashboards using Qlik Sense to fulfil users' objectives
- Creating test plans for users to ensure that the dashboard is fully functional
- Designing data models to maximise efficiency through the use of star and snowflake schema methodology
- Creating data dictionaries for clear documentation of the ETL logic
- Attended courses by NUS-ISS as part of NCS's Nucleus programme (Courses completed: Statistics Bootcamp II, Statistics for Business, Data Storytelling, Data Management for Analytics, Data Analytics Process and Best Practice, Predictive Analytics – Insights of Trends and Irregularities)
- Tools used: Qlik Sense, Power BI, Python

**Love, Bonito**

**JAN – MAY 2022**

**International Business Development Intern**

*Part of market launching and franchise team*

- Analysing performances of markets under franchise model for monthly and quarterly reviews
- Processing the relevant data and updating key metrics for Cambodia
- Liaising with internal teams to support daily operations and tracking of metrics
- Pulling data from Metabase to support data-driven decisions (e.g. YoY growth, etc.)
- Supporting Franchise Building project - improving the current franchise model
- Supporting expansion projects - whether to venture into the new market based on the market research conducted
- Assisting other country teams in their tasks on an ad-hoc basis (e.g. producing EDMs, etc.)

**ShopBack**

**DEC 2020 – JUL 2021**

**Data Analyst Intern**

- Built dashboards and reports for various stakeholders
- Data exploration to gather new insights
- Assisted with the data migration to a new platform
- Language used: SQL

## SKILLS AND COMPETENCIES

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- IT Skills: Python, SQL, R (intermediate), Qlik Sense (intermediate), basic knowledge of Power BI, Tableau and HTML
- Language Skills: English (Native), Mandarin (Fluent)
- AWS Cloud Quest: Cloud Practitioner, obtained in 2022
- Databricks Lakehouse Fundamentals, obtained in 2022
- Deep Learning Specialization by deeplearning.ai on Coursera. Certificate earned in 2020

## ACTIVITIES

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### Dance(x)

*SUSS's Dance Interest Group*

#### President & Founding Member

**NOV 2020 – DEC 2021**

- Working with ex-co members to plan the IG's direction
- Creating and managing documents on Google Drive to facilitate the IG processes
- Liaising with Office of Student Life (OST) mentors to commence IG activities and to ensure venues for all genres are booked
- Working with VPs and Dance Captains from all genres to ensure that each genre is running smoothly
- Supporting Korean Dance Crew (KDC) VP to organize members into their respective teams for each cycle

#### Member of Dance(KDC)

**JAN 2022 – Present**

- Participating in various covers that are posted on social media
- Part of the team that won 1<sup>st</sup> Runner Up in Paym Youth Competition 2022