

TAN E-Zhen

SUMMARY OF SKILLS

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 and automating data workflows.
- Creating visuals and graphs of present and historical data using tools such as Looker Studio and Python to find trends and insights for more effective problem solving and decision-making.
- Carrying out data analysis with Python and SQL.

EDUCATION

Singapore University of Social Sciences

JUL 2018 – MAY 2022

Bachelor of Science in Business Analytics with Minor in Algorithmic Development

WORK EXPERIENCE

SHAREit

APR 2024 – Present

Commercial Finance and Analytics Associate

- Developed scripts to automate revenue recording and reporting, significantly reducing manual effort and improving efficiency
- Consistently generated and delivered accurate daily End-of-Day (EOD) revenue reports to upper management, providing critical financial insights
- Conducted RFM segmentation analysis for key accounts, delivering actionable insights that contributed to improved marketing campaign performance
- Designed and deployed Looker Studio dashboards, automating daily tracking for key accounts
- Served as the primary point of contact with the insurance provider, efficiently managing and submitting claims, ensuring timely resolution and minimizing financial impact
- Automated the processing of Accounts Receivable (AR) data and the dissemination of insurance-related deadlines via a DingTalk bot
- Tools used: Python, SQL, AWS (S3 & Athena), Google Apps Script, Google Looker Studio

NCS Pte Ltd

AUG 2022 – JUL 2023

Analyst, Nucleus (Data)

- Working with service owners to fulfill their use cases
- Exploring the data provided by users to identify data integrity issues and potential trends
- Designing dashboard wireframes after refining the user's requirements
- Developing dashboards using Qlik Sense based on the wireframe approved
- Creating the data dictionary based on the data required for the dashboard for the Data Engineer to create the pipeline
- Creating UAT test cases for users to ensure that the dashboard is fully functional
- Attended courses by NUS-ISS as part of NCS's Nucleus programme (Courses attended: Statistics Bootcamp II, Statistics for Business, Data Storytelling, Data Management for Analytics, Data Analytics Process and Best Practice)
- 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.)

SKILLS AND COMPETENCIES

- IT Skills: Python, SQL, AWS (S3 & Athena), Looker Studio (intermediate), basic knowledge of Power BI, Tableau and HTML
- Language Skills: English (Native), Mandarin (Fluent)
- AWS Cloud Quest: Cloud Practitioner, obtained in 2022
- Deep Learning Specialization by deeplearning.ai on Coursera. Certificate earned in 2020

ACTIVITIES

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 1st Runner Up in Paym Youth Competition 2022