

MANISH

BALASUBRAMANIAN

PROFILE

Enthusiastic student eager to learn and adapt to new situations. Considerable background in office settings supporting team needs.

CONTACT

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HOBBIES

Personal Projects
Read Books
Learn new programming Languages

EDUCATION

Yishun Innova Junior College

January 2021 – October 2022

- Waiting for A-level certificate.
- Member of Makers Academy -> Interactive Making And Design Club. Dabbled with Arduino and 3d printing/ designing
- Elected to GP representative for my class in 2022

Bukit Batok Secondary School

January 2017 – October 2020

- L1R5 17 for O level
- Class IT representative for all 4 years
- Help start up a school-wide student Green Initiative
- NCC Deputy Head of Logistics

WORK EXPERIENCE

Centroid – Attachment Trainee

- November 2020 – December 2020
- took and followed detailed directions from others.
- Worked in team environment to maintain high levels of productivity.
- Completed clerical tasks such as filing, copying and updating data in Microsoft Excel.
- Managed supplies for team.
- Collected information for staff and entered into computer system.

Camp Asia – Camp Crew

SKILLS

- MS Office
- Teamwork and Collaboration
- Clerical Support
- Computer Skills
- Data Entry
- Troubleshooting and Assistance
- Database Entry
- Proficient in Python Programming Language