

OOI MEI YIN

Analyst

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Profile

Transitioned from a career in teaching industry and currently working in the field of data analytics.

Skills

- Python
- SQL
- Google Analytics
- Power BI
- Google Sheets
- SPSS

Work Experience

Business Analyst

Dec 2022 - Current

TDCX

- Prepares and analyse daily, weekly and quarterly reports and presentations on Key-Performance Indicators (KPI) and other statistical data in an IT digital sales.
- Perform data analysis in supporting business decision making.
- Analyse and present relevant data in easy to understand formats or dashboards to aid in timely decision making.

MySTEP Trainee - Management Associate

June 2022 - Oct 2022

TalentLabs

- Worked with Business Development and Partnership team to accelerate revenue and growth.
- Monitored projects to ensure that milestones and performance indicators were met as per the agreed time frame.
- Facilitated students' learning process pre-, post- and during courses.
- Cleaned and analysed dataset using spreadsheet and Python to provide insights to the company.

Behavioural Therapist

Jan 2021 - Jan 2022

Adapt Enrichment Center

- Developed a learning plan (IEP) based on each students' skills with supervisors which resulted in each student improving in certain target skills.
- Updated supervisors and the team of 5 on the student's learning progress which enable the team to introduce new topics or programs for the student.
- Organised and recorded files for easier access for the team by storing them online and on files for each individual student.

Intern

Sept 2020 - Nov 2020

Autism Link

- Assisted therapists in 1-1 individualised program and in a class of 6 by providing extra assistance to help student reinforce learning concepts presented by the therapists.
- Assisted in preparation of materials for lessons such as worksheets and play materials for a classroom that consist of 5 students in a day.

Vacation Trainee

May 2019 - Jul 2019

KPMG Business School Malaysia

- Assisted the L&D (Learning and development) coordinating team and supported all technical, non-technical and technology based learning programs such as Virtual Classroom (VC) and webinar which resulted in the classes running smoothly.
- Maintained accurate staff training records in the Global Learning Management System (GLMS) that enable other staffs to find and read the records easily.
- Performed other administrative duties, maintaining student records for professional exams and firm onboarding.

Education

Master of Child Psychology UCSI University	2019 - 2020
Bachelor of Psychology HELP University	2016 - 2019
Foundation in Science HELP University	2015 - 2016
Sijil Pelajaran Malaysia [SPM] Sek. Sri Acmar	2015 - 2016

Certification

Google Data Analytics Professional Certificate Google, Coursera <ul style="list-style-type: none">• Cleaned and organised data for analysis using spreadsheets, and SQL.• Learned key analytical skills such as data cleaning and analysis.• Analyse data with R.	Sept 2022 - Dec 2022
Data Analytics and Visualization Virtual Experience Accenture <ul style="list-style-type: none">• Merged and cleaned data with Python.• Visualise data with Tableau.	Aug 2022
Foundation Certificate in Data Analytics TalentLabs <ul style="list-style-type: none">• Created a tic-tac-toe using python.• Designed a database for a e-commerce platform, drew an ER Diagram based on the design and implemented the database in SQLite.• Explored the Titanic database using SQL in SQLite and created a report which answers some of the questions such as survival rate in terms of social economy status and gender.• Did data wrangling and analysed data using google sheets and created data visualisation on Tableau. The visualisation was then presented in front of a class of 20 people.	Apr 2022 - May 2022

Reference

Available upon request