

OOI MEI YIN

Analyst

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Profile

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

Skills

- Python
- Excel
- Power BI
- Google Sheets
- SQL

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 IT digital sales.
- Present relevant data in easy to understand formats or dashboards to aid in timely decision making.
- Prepares internal auditing and performance related pay (PRP or variable pay) of the team for finance department.
- Runs and analyses reports with the result of making recommendations for adjusting targets to meet productivity goals.
- Work closely with client and program manager.

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

Education

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|---|-------------|
| 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 | 2014 |

Certification

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|---|----------------------|
| Google Data Analytics Professional Certificate Google, Coursera | Sept 2022 - Dec 2022 |
| <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. | |
| Data Analytics and Visualization Virtual Experience Accenture | Aug 2022 |
| <ul style="list-style-type: none">• Merged and cleaned data with Python.• Visualise data with Tableau. | |
| Foundation Certificate in Data Analytics TalentLabs | Apr 2022 - May 2022 |
| <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. | |

Reference

Available upon request