

# 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

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## Education

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

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## Certification

<b>Google Data Analytics Professional Certificate</b> Google, Coursera	Sept 2022 - Dec 2022
<ul style="list-style-type: none"><li>• Cleaned and organised data for analysis using spreadsheets, and SQL.</li><li>• Learned key analytical skills such as data cleaning and analysis.</li><li>• Analyse data with R.</li></ul>	
<b>Data Analytics and Visualization Virtual Experience</b> Accenture	Aug 2022
<ul style="list-style-type: none"><li>• Merged and cleaned data with Python.</li><li>• Visualise data with Tableau.</li></ul>	
<b>Foundation Certificate in Data Analytics</b> TalentLabs	Apr 2022 - May 2022
<ul style="list-style-type: none"><li>• Created a tic-tac-toe using python.</li><li>• Designed a database for a e-commerce platform, drew an ER Diagram based on the design and implemented the database in SQLite.</li><li>• 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.</li><li>• 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.</li></ul>	

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## Reference

Available upon request