

Tan Wen Xuan

Mobile: +65 8533 8611 Email: wxtan008@suss.edu.sg LinkedIn: www.linkedin.com/in/tan-wen-xuan

EDUCATION

Singapore University of Social Sciences Jul 2019 – May 2023
Bachelor of Business Analytics with Minor (expected)

- CGPA 4.12/5.0
- Analytics courses taken:
 - Fundamentals of Data Mining A-
 - Association and Clustering A-
 - Predictive Modeling B+
 - Text Mining and Applied Project Formulation A-
 - Python Programming A-

Ngee Ann Polytechnic May 2014 – Apr 2017
Diploma in Information Technology Specialized in Business Management

- GPA 3.53/4.0

WORK EXPERIENCE

SMART MEDIA4U Technology Pte. Ltd., SHAREit Jun 2021 – Dec 2021
Sales Data Analytics Intern

- Support sales function for all reporting and analytics needs by building analytics reports, and ad-hoc reports.
- Developing and maintaining dashboards (e.g., Zoho Analytics) that monitors key metrics which improves sales productivity and operational efficiency.
- Collaborating with the sales leaders and teams to ensure data is up to date and preparing data accuracy for reports.
- Assisting with sales team target-setting based on day-to-day campaign information
- Supporting with monthly business reviews through charts and analysis of revenue trends for the past periods.

School of InfoComm Technology, Ngee Ann Polytechnic Mar 2017 – Aug 2017
Temporary IT Assistant Staff

- Resolved daily IT issues for lecturers in Sch of ICT by analysing and managing issues through learning from the supervisor which led to an increase in productivity of issue solving.
- Set up server rooms and labs for students by coordinating with the IT department to set up new switches, install and manage servers which helped with the increase in the speed of setting up the server room by 20%.

OCBC Bank Mar 2016 – Aug 2016
Export Negotiation Intern

- Processed export documents of customers in the Export Negotiation Team, through careful checking and endorsing of bills and documents to speed up processing work daily for the team by 10%.
- Supported the Trade Finance Operations Department by sorting and arranging lots of hard-copy documents which resulted in timely delivery of the completed assignment.

ACTIVITIES

Ngee Ann Polytechnic, Bowling Club Apr 2016 – Apr 2017
Vice President

- Organised competition and events with different Polytechnics and Universities executive committees by close relations and communications leading to smooth sailing activities.
- Supervised events alongside Club Presidents to ensure that events are smooth sailing and that any impromptu issues can be resolved quickly which made most events smooth running.

Ngee Ann Polytechnic, Bowling Club Apr 2015 – Apr 2016
Assistant Project Head

- Planned events for the Bowling Club by working with Executive Committee and the Project Head to ensure that the activities are in place and progressing as planned which resulted in smooth sailing events with minimal delays.
- Ensured members' welfare is met during events by ensuring that food sourced is within budget and is delivered on time while catering to all dietary needs, this led to events with properly catered food reaching on time.

SKILLS

- IT Skills: Microsoft Word/Excel/PowerPoint, Java, HTML, Python, SQL, MySQL
- Language Skills: English (Spoken and Written), Chinese (Spoken and Written)
- Software: SPSS, SAS, Tableau, Jupyter, PostgreSQL, Zoho Analytics, Zoho CRM