

LI YUNXUAN

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EDUCATION

Singapore University of Social Sciences Bachelor of Science in Business Analytics	July 2020 – July 2024 (expected)
Singapore Polytechnic Diploma in Maritime Business <ul style="list-style-type: none">GPA 3.509/4.0Director's Honor List	Apr 2017 – Apr 2019 2017 – 2018

WORK EXPERIENCE

Subway Sandwich Artist <ul style="list-style-type: none">Greeted, attended, and responded to customers promptly using guest path trainingMonitored the point of sales (POS) to ensure there is adequate change availableMaintained cleanliness, orderliness, health, and safety standards in the place of work	Sep 2019 – Present
Mercedes-Benz Singapore Liquidity & FX Management SEA Pacific Intern <ul style="list-style-type: none">Create and maintain automation projects (Robotic Process Automation with UI Path)Create PowerBI dashboards to enable planning and forecasting for TreasuryAssist to create or maintain Excel spreadsheet-based reports and enhance data collection and analysis	Jun 2022 – Dec 2022
Celeste Holdings Pte Ltd Intern (Shipbiz department) <ul style="list-style-type: none">Managed applications of shipping crew certificatesResponsible for oversight on applications of electronic crew changePlanned weekly team meetings	Sep 2018 – Mar 2019

ACTIVITIES

Co-Curriculum Activities – Singapore Polytechnic Karate Club Treasurer <ul style="list-style-type: none">Oversaw the financial affairs of the clubOrganized proper financial reporting to handle incoming and outgoing fundsManaged the documentation of budget planning for the club events and competition	Apr 2018 – Apr 2019
Community Services – Tasek Jurong Limited Facilitator (GOR+) <ul style="list-style-type: none">Conducted physical reading and activities with childrenActively participated in the weekly meetings for lesson planning	Feb 2021 – Feb 2022
Community services – Bizlink Flag Day <ul style="list-style-type: none">Collection of donations to contribute to targeted community groups	July 2019

ACHIEVEMENTS AND AWARDS

• Excellence Award Ceremony	2019
• Edusave Merit Bursary	2019
• Edusave Merit Bursary	2018

SKILLS

- Technical skills: Microsoft Excel, Microsoft Power point, Tableau, PowerBI, IBM SPSS Modeler
- Language skills: English (Native), Mandarin (Intermediate)
- Personal skills (Ability to work independently or as part of the team, Communication skills, Organizational skills, Time management skills, Demonstrate high ethical standards)