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| **Low Pei Xuan**  Mobile: +65 93697738 Email: [pxlow001@suss.edu.sg](mailto:pxlow001@suss.edu.sg) LinkedIn: [Low Pei Xuan](https://www.linkedin.com/in/low-pei-xuan-151539151/) | |
| **EDUCATION** | |
| **Singapore University of Social Sciences** | **07 2020 – 07 2024** |
| |  |  | | --- | --- | | **Bachelor of Business Analytics with Minor in Cloud Computing** | **(expected)** |  * CGPA 3.71/5.0 | |
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| **Temasek Polytechnic** | **02 2016 – 04 2019** |
| **Diploma in Business Technology**   * GPA 3.55/4.0 | |
| * Final Year Project (FYP)   Coded a mobile application and website for Rhodo Property & Estate Management Services Pte Ltd. The purpose of this project is to develop a mobile application and website that allows Rhodo’s clients to book property facilities through the application, report any incident or maintenance issue and post notices on the mobile application and website. | |
| **WORK EXPERIENCE** | |
| **ST Engineering**  **Data Analyst Intern**   * In charge of analyzing client data and presenting in visually informative manner * Achieved efficiency in client meeting and data gathering sessions * Contributed insightful thoughts and findings during team meet ups   **Advisors’ Clique** | **06 2022 - 12 2022**  **08 2019 – Present** |
| **Student Advisor**   * Advised clients in relation to financial management * Analyzed and Strategized clients’ financial portfolio * Successfully supported clients in reaching their desired financial state | |
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| **Ziba Cosmetics 04 2018 - 08 2018**  **Intern**   * In charge of creating digital marketing contents using Adobe software * Increased traffic to company’s social media pages * Achieved efficiency and continuity in logistics and stock taking processes with excel and other software * Initiated company’s cosmetic campaigns through bundling and festive promotions | |
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| **ACTIVITIES** | |
| **SHINE children and youth services (Reading Odyssey)** | **01 2021 – 01 2022** |
| |  | | --- | | **Reader** |  * Read over 45 books in a span of 1 year * Increased reading ability of children under my care | |
| **Temasek Polytechnic Business IT interest group** | **04 2017 – 04 2018** |
| |  | | --- | | **Welfare Head** |  * In charge of logistics and ideation for welfare items for cohort and committee members * Planned important events for Business Information Technology cohort * Freshmen Orientation * LinkedIn Career RoundTable Workshop * Willing Hearts Volunteering Event | |
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| **ACHIEVEMENTS AND AWARDS** | |
| * Achieved SAP ERP ECC 6.0 certificate of participation | **2017** |
| * Obtained Certifications from Singapore College of Insurance (SCI) * M5 Rules and Regulations Exam * M9 and M9A Life Insurance and Investment-Linked Policy Exam * Health Insurance Exam * M8 Collective Investment Schemes Exam | **01 2020 – 07 2021** |
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| **SKILLS** | |
| * Microsoft Office: Word, Excel and PowerPoint * Adobe: Photoshop, After Effects, InDesign and Premier Pro * IT Skills: JavaScript, HTML, PHP, CSS, SQL and Python * Software: SAP ERP System, IBM SPSS Modeler and Tableau | |