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| **Wei Jie Koh**  Mobile: +65 8813 9141 Email: [wjkoh005@suss.edu.sg](mailto:wjkoh005@suss.edu.sg) LinkedIn: [Koh Wei Jie](http://www.linkedin.com/in/wjkoh005) GitHub: [Koh Wei Jie](https://github.com/edmundkwj) | |  | | | |
| **EDUCATION** | | | |  | | |  | |
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| **Singapore University of Social Sciences** | **Jun 2020 – Jun 2024** | | | |  | | |  | |
| |  |  | | --- | --- | | **Bachelor of Business Analytics with Minor** | **(Expected)** | | | | |  | | |  | |
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| **Ngee Ann Polytechnic** | **Apr 2015 – Nov 2018** | | | |  | | |  | |
| **Diploma in Aerospace Electronics with Business Management**   * Overseas Innovation Challenge Hong Kong - 2016 * Best performance in the module [Marketing Fundamentals] * Global Entrepreneurial Internship (GEI) 2017 | | | |  | | |  | |
| **WORK EXPERIENCE** | | | |  | | |  | |
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| **foodpanda** |  | | | |  | | |  | |
| **Business Analyst Intern (APAC) Sept 2022 – Feb 2023**   * Managed two complex projects simultaneously as the lead of the QCommerce Data Partner, ensuring that project milestones and timelines were met. This includes collaborating with cross-functional teams and stakeholders to identify project requirements to drive project success. Result includes 30% in efficiency for one project and a significant reduction of up to 750 man-hours per month in APAC for the other project. * Co-led the insights monetization project, which involved regionalizing and monetizing data products to create new revenue streams and market opportunities. Proactively identifying and addressed data quality and accuracy issues to ensure the reliability and relevance of the data products. This results in improved customer reliability and satisfaction. * Optimized SQL queries by applying efficient coding practices, saving up to $2 per query when running the data model. This includes collaborating with high-compute query users to identify opportunities for query optimization and data model enhancement via DBT, resulting in improved data quality and faster data processing times. * Established and maintained robust data quality management practices through the implementation of effective internal controls, including the regular evaluation of queries and metrics via Github PR. * Redeveloped the internal data helpdesk used by 40 employees, resulting in a 60% reduction in the time spent on each ticket. (From an average of 5 days to 2 days) | | | |  | | |  | |
| **Business Analyst Intern (APAC) Aug 2021 – Jan 2022**   * Collaborated with stakeholders to identify key metrics and KPIs, ensuring that reports provided relevant and actionable insights to support decision-making. * Developed a brand clustering tool using Python, providing business stakeholders with a powerful tool to analyze and understand different brands within the vertical. * Improved the efficiency of the operation personnel by automating manual tasks and reducing the time required to generate insights, resulting in a 50% increase in productivity. * Designed and developed Tableau dashboards for various business units, incorporating data from different sources to provide comprehensive insights into business performance. * Utilized Tableau's advanced features, such as filters, parameters, and calculated fields, to create dynamic and interactive dashboards that allowed for easy customization and data exploration. Thus, increasing the usability of the dashboard. * Improved data accuracy and reduced errors in reporting by validating data sources and implementing data quality checks.   Conducted ad-hoc analysis to support cross-functional projects across the region using BigQuery and Data Studio. | | | |  | | |  | |
| **ACHIEVEMENTS AND AWARDS** | |  | | | |
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| * Python for Data Science and Machine Learning – Udemy | **Sept 2021** | | | |  | | |  | |
| * Advanced-Data Analytics and Machine Learning with R - Tertiary InfoTech | **Dec 2020** | | | |  | | |  | |
| * Deep Learning with Tensorflow and Python - Tertiary InfoTech | **Nov 2020** | | | |  | | |  | |
| * Deep learning Jumpstart Module 1 – Red Dragon AI | **Sept 2020** | | | |  | | |  | |