|  |  |  |
| --- | --- | --- |
| **Ho Kai Toong**  Mobile: +65 9023 0943 Email: [ktho003@suss.edu.sg](mailto:ktho003@suss.edu.sg) LinkedIn: [Ho Kai Toong](https://www.linkedin.com/in/ho-kai-toong-030a2b131) | | |
| **EDUCATION** | | |
|  | | |
| **Singapore University of Social Sciences** | **Jul 2020 – Jul 2024** | |
| |  |  | | --- | --- | | **Bachelor of Science in Business Analytics with Financial Technology** | **(expected)** |  * CGPA 3.66/5.0 | | |
|  | | |
| **Temasek Polytechnic** | **Apr 2015 – Apr 2018** | |
| **Diploma in Business Information Technology** | | |
|  | | |
| **WORK EXPERIENCE** | | |
|  | | |
| **Jewel Changi Airport** | **Jan 2023 – Present** | |
| **Leasing Intern**   * Assist to update weekly sales reports by maintaining formulas in Excel Spreadsheet * Provide data visualization for sales reports through Power BI * Troubleshoot errors encountered when extracting sales data to Power BI | | |
|  | | |
| **OCBC Securities Private Limited** | **Apr 2017 – Aug 2017** | |
| **Business Infrastructure and Support Intern**   * Formulate Excel Spreadsheet to update critical reports within deadlines * Assist Compliance department with sorting of client details * Increase efficiency by tracking incomplete reports using Microsoft Excel | | |
|  | | |
| **ACTIVITIES** | | |
|  | | |
| **Mummy Yummy** | **Aug 2021 – Jun 2022** | |
| |  | | --- | | **Volunteer** |  * Distribute food and supplies to different lower-income households and elderlies * Conduct surveys to improve well-being of households  |  |  | | --- | --- | |  |  | | | |
| **Temasek Polytechnic Business Information Technology Interest Group** | | **Apr 2016 – Apr 2017** |
| **Main Committee as Publicity**   * Plan orientations and workshops for sub-committees * Create awareness by publicizing events through social media and posters | |  |
| **ACHIEVEMENTS AND AWARDS** | | |
|  | | |
| * Event official for Temasek Polytechnic Student Union Freshmen Orientation | **Apr 2017** | |
| * Organizer for Business Information Technology Freshmen Orientation | **Aug 2016** | |
| * Synergy Leader for Business School Week Zero Freshmen Orientation | **Apr 2016** | |
|  |  | |
| **SKILLS** | | |
|  | | |
| * Basic Programming: Python, SQL * Data Mining: IBM SPSS Modeler * Data Visualization: Tableau, Power BI * Time Management * Teamwork * Critical Thinking | | |