76 Hougang Ave 7
#04-19
Singapore 538807

12 November 2022

ShopBack Pte Ltd
65 Pasir Panjang Rd
CAMPUS by ShopBack
Singapore 118506

Dear Human Resource Manager,

<u>Application for the Data Analyst Position</u>

I am writing to apply for the data analyst internship position at ShopBack after I came across your job listing on linkedin.com. I am confident that my knowledge of SQL coupled with a good foundation in Python would make me an asset to the team at ShopBack.

I am currently studying in Ngee Ann Polytechnic with a Diploma in Data Science. Throughout my time at Ngee Ann, I have gained the expertise at seeing through data to conclusions and crunching numbers. One project I have completed included designing dashboards based on a HDB dataset to allow stakeholders to find the most suitable flat. By using this skillset, I can create dashboards so that ShopBack's stakeholders can evaluate their sales performance based on their marketing strategy and customer profile analytics.

Having worked in F&B sector during my school vacations, I have gained an extensive experience in understanding customer's needs and wants. Through this, I have fostered a 'customer-obsessed' mentality and a discerning eye for improving customer's experience. This can add value in terms of knowing stakeholder's needs and be able to communicate my data solutions to them effectively. With this, I hope to bring forth the experience I have and make an impact on ShopBack users.

I am positive that ShopBack will be a great success for many years to come, and my extensive expertise will help ensure your establishment succeeds well into the future. My unparalleled attention to detail, solid educational foundation, and a passion to achieve excellence will allow me to make valuable contributions to ShopBack.

I have attached my resume below, which further details my skills and educational background. Please do not hesitate to reach out if you have any questions about my background. I look forward to the opportunity to speak with you further to discuss the position in detail. I can be contacted at 91172032 or through email at xinlepfo76@gmail.com.

Yours faithfully,

Chong Xin Le

Chong Xin Le

✉ xinlepfo76@gmail.com

☎ +65 9117 2032

📍 76 Hougang Ave 7 #04-19

in www.linkedin.com/in/xinlechong

Education

Ngee Ann Polytechnic   **April 2021- Present**
- Diploma in Data Science
- Current CGPA: 3.86

Mayflower Secondary School   **Jan 2021- Oct 2020**
- Obtained GCE 'O' Level Certificate with 5 distinctions

Pei Chun Public School   **Jan 2011 - Dec 2016**
- Obtained PSLE Certificate with 3 distinctions

Projects

Programming (C#/Python)
- Developed a script for a movie ticketing system based on the object oriented approach. Sorting, search algorithms and the use of API are also used. Done on Visual Studio Code using C# programming
- Created a game which works like 'Sim City' through the use of loops, algorithms, libraries, selection structures and many more. Project was done IDLE using python programming

Tableau
- Cleaned and prep data with given HDB dataset
- Create visualizations to aid people who are looking to a flat and wants to find the most suitable one
- Skills learn are dashboard and visualization design techniques and designing for an audience

Jupyter Notebook
- Using seaborn and pandas in Jupyter Notebook to create visualization on a store's dataset to help company make better decisions
- Predicting F1 results using past datasets
- Predicting sales of each product in a supermarket to increase future sales

SAP
- Created stories to uncover valuable insights with SAP analytic cloud
- Learnt about the different components that build up an intelligent enterprise system. Manage to get insights on organization business processes through SAP H/4 HANA

AWS
- Implemented a cloud infrastructure
- Deployed a web server to host an ecommerce website

Achievements

- Certificate of Academic Achievement (Top 25% in Cohort), 2022
- Best Performance in Module 'Data Science Fundementals, 2021

Work Experience

Unity | Cashier, Inventory Taker
Feb 2022 - April 2022
- Processed customer payments via cash, debit, credit and gift cards
- Verifying inventory record accuracy and logging in products for inventory

Fullerton Health | Usher
Mar 2021 - April 2021
- Basic administration work such as keying customer's information into MOH database
- Gained extensive experience in oral and communication, multitasking

Gyu-Kaku | Service Waiter
Nov 2019 - Jan 2020
- Coordinated with floor and kitchen staff regarding special customer requests
- Excelled in fast pace environment and adapted to demand and flexibility of restaurant industry

Co-Curricular Activities

Tchoukball (Ngee Ann Polytechnic)
April 2021- Present

Mission X
Sep 2022- Oct 2022
- Develop new skills and knowledge to serve the community and create positive volunteering experiences

Netball (Mayflower Secondary School)
Jan 2021- Oct 2020
- Represented my school in the NSG Netball Championships B & C Divison Girls
- Participated in the Deloitte Pesta Sukan

Team Nila
Jan 2021- Oct 2020
- Volunteered at various ActiveSG sports centers to assist the public
- Assisted at the sporting hub where sporting events are held

Facilitator of 8th Youth Leader Sports Camp
April 2019 - May 2019
- Lead students in different activities and ensure their safety
- Engage youth leaders for leadership experiential and values inculcation

Chinese Dance (Pei Chun Public School)
Jan 2011 - Dec 2016
- Arts Presentation For Chinese Dance - Distinction

Additonal Information

- Proficient in Microsoft Office, Programming (Python/C#), SAP, AWS, PowerBI, Tableau, Adobe Illustrator
- Fluent in English and Chinese (both spoken and written)
- Referees : Toh Ser Chye (Mentor at Ngee Ann), Mr Kua Kee Chuah (Lecturer)