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CAREER OJECTIVE

I am a detail-oriented and proactive IT professional with strong educational background in foundational experience in system support and network administration. Key areas of specialization include IT systems and end-user support, data management, networking basics, scripting and automation fundamentals.

SUMMARY OF KEY SKILLS

Technical Skills:

- Python, HTML, SQL, UI path, Linux, Cisco
- Microsoft office, Power BI, Tableau

Critical Skills:

- Language Skills: English, Chinese
- Observant, Trello, Trouble shooting

EDUCATION

Nanyang Polytechnic

Apr 2024 –Apr 2027

Diploma in Infocomm and Media engineering

ITE College West

Apr 2022 – Apr 2024

Higher Nitec IT System & Network

Work Experience

Internship

Rayton

Apr 2023 – Sep 2023

- Provision laptop by configuring BIO and system settings for each laptop.
- Examine every laptop to ensure it has an assigned serial number, the required system and applications installed and is ready for handover to school staff.
- Introduce the new laptop and explain implemented features to school staff during handover.
- Takeover old laptops from school staff and use a designated thumb drive to sanitize all data.

Part-time**Chateraise****Sep 2024 – Sep 2025**

- Drive sales growth by promoting newly launched products.
- Inspect consumable products to confirm quality and suitability for sale.
- Handle counter transactions, ensure accurate cash handling and correct card payment entry.

Chicha Sanchen**Jun 2022 – Sep 2023**

- Maintain consistent tea quality in line with standards.
- Possess a deep understanding of all products to make informed recommendations to customers.
- Monitor and maintain cleanliness and dryness of the environment.

SELECTED PROJECTS

SQL**2025***NYP year 2 group project*

- Design tables using suitable data types.
- Determine table relationships.
- Design and implement queries to create a database for data storage.

Python**2024***ITE year 2 individual project*

- Encrypt and decrypt files to prevent unauthorized access.
- Maintain activity logs of all files access to ensure security and accountability.
- Configure task schedule to automatically upload files to FTP server.

ACHIEVEMENT & AWARDS

Edusave Scholarship award

2021

Edusave Scholarship award

2020

Edusave Scholarship award

2019

Edusave Scholarship award

2018**ADDITIONAL INFORMATION**

- Enjoy building items, travelling,

Parts of this resume were rephrased with the assistance of AI.

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