

Career Objectives

I am a firm believer that matching my passion with my natural strengths is the key to a successful career. Being part of a team drives my energy. I enjoy working around like minded people driving towards achieving an objective. I am a natural presenter and clear communicator to those around me. My ideal career sees me working with a team solving problems and analysing situations and coming up with solutions.

Professional Work Experience

Cartrack Singapore · Global Business Support

Apr'21

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Present

- Regional management – Liaises between 8 countries to communicate and coordinate operation activities.
- Operation Analysis – Integrate, evaluate and analyse operation performance data.
- Report Generation – Prepare operation reports for higher management decision making.
- Decision making – Deep dive analysis and provide recommendations for business decision making.
- Work processes – Assist with operational tasks by developing tools and procedures to streamline work processes

Singapore University of Technology and Design (SUTD) · Associate (Capstone)

Jan'20

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Apr'21

- Business Development – approach companies and organizations to promote Capstone and solicit for Capstone project proposals
- Assessment – Work with companies during scoping phase to ensure alignment with Capstone projects requirements
- Events Management – Setting up of the annual Capstone showcase together with vendors, campus facilities and marketing department.
- Facilities Management – Oversee and work with campus facilities to ensure classrooms and facilities are conducive for teaching and prototyping.
- Portal Management – Manage student portal and create necessary sections for Capstone students.

Ministry of Manpower · Surveyor Team Lead

Jun'18

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Jan'20

- Leadership – lead a team of field interviewers and motivate them to hit KPIs
- Security – handling personal data and ensure all data are submitted
- Training – Provide training and guidance to Field interviewers
- Case Management – Manage escalated problem cases and conduct personal visits to respondents

Sentosa Cove Resort Management Pte Ltd · Administrative Executive

Aug'15

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May'18

- Client Management – handling of high end, wealthy residents and commercial stakeholders in administrative, security & events
- Security – handling access cards, residential personal data, Ensure all incoming/outgoing funds are reported to Finance Team
- Administration - residential enquiries, payments & invoices, documentation
- Compliance - Conducting KYC checks and monitoring of transactions, customer due diligence

Onda Industries Engineering Marine Pte. Ltd · Executive

Sept'12

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Jul'15

- Assist Associates and Managers of the team
- Asset Inventory Management – Maintain inventory list and restocking of equipment
- Any official tasks assigned by the Director.
- Administration – Client enquiries and documentation
- Security – Ensure all funding from clients are reported to the Finance Team

Singapore Armed Forces · 3rd Sergeant

Nov'10

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Sept'12

- Leadership - Led a technician team of 5 in maintenance operations, providing technical guidance and engineering knowledge to subordinates
- Organisational – Supervise the utilisation of resources in the maintenance of vehicles and weapons in the army
- Communication – Directed deployment of personnel in offensive, defensive and retro-grade operations

Educational Background

Republic Polytechnic

Specialist Diploma

- Business Analytics

Apr'21

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Feb'22

University of Northumbria

Degree

- Business Management

Jan'20

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Aug'20

University of Manchester (Singapore Institute of Management)

Higher Diploma

- Business Management

Mar'13

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Feb'15

Ngee Ann Polytechnic

Diploma

Apr'07

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Mar'10

	• <i>Electrical Engineering</i>			
Team Management Experience				
Club President · Singapore Institute of Management · Floorball		Mar'13	–	Feb'15
<u>Responsibilities</u>				
<ul style="list-style-type: none"> Solely responsible for all financial dealings – coach payments, court bookings, team jerseys etc Sponsorships – responsible for pitching and dealing with sponsor partnerships (Valhall & Z-Athletica) Team activities – Preparation, planning and conducting of activities for the club 				
<u>Achievements</u>				
<ul style="list-style-type: none"> Awarded the Flames of Excellence for Outstanding Contributions to SIM Floorball Club Participated in National Competitions (2013/14, 2014/15 IVP) Achieved 1st placing (Gold) in the 2014/2015 Inter-Uni Competition (SUNIG) Achieved 3rd placing (Bronze) in the 2014/2015 IVP (First time in SIM's history) 				
Ngee Ann Polytechnic · Floorball		Apr'07	–	Apr'09
<ul style="list-style-type: none"> Working closely with Club president to plan and conduct trainings twice a week Responsible for club administration Represented Ngee Ann Poly in national competition (2008/09, 2009/10 POL-ITE & IVP) 				
Skills Summary				
<ul style="list-style-type: none"> Languages – Proficient in English and Mandarin Extensive knowledge in Microsoft Office Knowledge in Python, R and SQL Knowledge in Business Visualization tools such as Tableau, SAS Viya Knowledge in SAS Text Miner, Orange Excel in working in a team Possess a Class 3 Driving License 				