

WORK EXPERIENCES

Assistant Relationship Officer, UOB Bank – Jan 19 to present

- Execute time-sensitive trades, transactions and client's enquiries
- Accurately vetted through numerous business-critical documents for the team
- Ensure industry compliance for the Privilege & Reserve banking platform

Senior Relationship Manager, DBS Bank – Jan 18 to Jun 18

- Assisted Branch Manager in managing a team to ensure goals and deadlines are met
- In charge of guiding and coaching newly employed staffs
- Recommended and implemented various strategies to enhance team's performance

Relationship Manager, DBS Bank – Jul 16 to Dec 17

- Recognized as the top 3 sales performers for Dec 2016
- Achieved sales closure of over SGD100K in 1 month
- Enhanced communication and interpersonal skills

Quality Intern, Fairmont Singapore & Swissotel the Stamford – Sep 12 to Feb 13

- Collaborated with the Director of Quality to conduct hotel audits
- Acquired technical skills to perform data analysis

EDUCATION

University of London – Aug 13 to May 16

- Bachelor of Science – Business (Honours)
- Graduated with Second Upper Class Honours

Ngee Ann Polytechnic – Apr 10 to May 13

- Diploma in Tourism & Resort Management
- Graduated with GPA of 3.67 / 4.0

OTHER RELEVANT SKILLS

New Life Community Church, Youth Leader – Jan 12 to Jan 19

- Responsible for taking care and leading a group of teenage girls
- Organized and executed various events and workshops

Logistic Coordinator, Children Cancer Foundation – Jun 11 to Jul 11

- Thoroughly managed event logistics including event materials acquisition, venue booking, decoration and ensured smooth-running of event
- Acquired skills in coordination and time management