Mark Lee

Data Analyst

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P R O F E S S I O N A L   S U M M A R Y

* Former Financial Consultant turned Data Analyst with >5 years’ experience in data analytics, risk management, data mining and process improvement.
* Adept at identifying opportunities for enhancement to processes and operational efficiencies, leading to faster delivery times and continuous advancements.
* Strong leader and project manager; capable of handling teams of up to 10, taking on multiple projects, and establishing effective professional relationships with clients at all organizational levels.

Significant Highlights

* Secured time savings and risk control of ~70% by building and implementing automation processes after identifying potential bottleneck and streaming opportunities.
* Saved up to ~250k for Bank of Singapore by securing 4 additional data sources from other outlets, conducting feasibility tests and streamlining workflows to integrate new data sources.

 K E Y  S K I L L S

Data Analytics   |   Project Management   |   Risk Management   |   Project Scoping   |   Business Development   |   Internal Controls   |   Digital Transformation   |   Data Mining   |   Client Relationship Management

E X P E R I E N C E

DATA ANALYST                                                                                                           Jan 2015 – Present

BANK OF Singapore, Singapore

* Lead team of 10 to extract data-driven insights from 15 internal and external data sources. Oversees development of automation processes, mitigating operational risks and securing efficient acquisition of deliverables.
* Resolve data integrity gaps by identifying root causes and refining workflows. Experienced in processing data using MATLAB, Strata, R, Microsoft Excel and SAS.
* Conduct continuous internal and external data quality checks to ensure problems are resolved via Best Practices.
* Liaise directly with clients and vendors to gather project requirements, outline deliverables and ensure KPIs are met on time, within budget.

Significant Achievements

* Secured time savings and risk control of ~70% by building and implementing automation processes after identifying potential bottleneck and streaming opportunities.
* Saved up to ~250k for Bank of Singapore by securing 4 additional data sources from other outlets, conducting feasibility tests and streamlining workflows to integrate new data sources.

FINANCIAL CONSULTANT                                                                                Jan 2013 – Dec 2014

FINANCIAL ALLIANCE GROUP, Singapore

* Responsible for distributing Group’s core financial products and growing national client base. Liaised directly with the Department Wealth Manager to present monthly sales reports and propose improvements to grow clientele.
* Optimised prospect conversion rate using Microsoft Excel, Strata and R.

Significant Highlights

* Secured >100 leads in 6 months by using a data-driven approach to optimise prospect conversion rate.
* Awarded Department Best Overall Financial Advisor award for 4Q 2013.
* Promoted from Financial Advisor to Financial Consultant in 1 year.

E D U C A T I O N A L   &   P R O F E S S I O N A L   Q U A L I F I C A T I O N S

* Bachelor of Accounting (Hons) | Singapore University |Singapore| 2012

M I S C E L L A N E O U S   I N F O R M A T I O N

Technical Skills: Microsoft Excel, R, Strata, SAS, Tableau, MATLAB, Microsoft BI, Microsoft Outlook, Bloomberg Terminal, Thomson Reuters

Languages: Fluent in English, Bahasa Melayu and Chinese

Availability: 1 Month’s Notice