

# Ng Teng Suan

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## EDUCATION

### NATIONAL UNIVERSITY OF SINGAPORE (NUS)

Aug 2021–Present

**Bachelor of Business Administration (Accountancy) with second specialisation in Business Analytics**

- CAP Score: 3.88/5.0

### ANGLO-CHINESE SCHOOL (INDEPENDENT)

Feb 2017–Nov 2018

**International Baccalaureate (IB):**

- Attained 43 points in total
- Achieved distinctions in 6 subjects
- Received ACS(I) Academic Award for outstanding performance in IB Exams for Nov 2018 session

## WORK EXPERIENCE & INTERNSHIPS

### KPMG SINGAPORE – WORK STUDY INTERNSHIP PROGRAMME (WSIP)

Dec 2022–Jul 2023

**Audit Intern – Financial Services, Energy & Technology**

- Supported the planning and performance of several audit engagements in both the Financial Services (FS) and Energy & Technology (E&T) Business Units while studying at NUS concurrently
- Coordinated with colleagues to ensure smooth audit progress and that deadlines were met on time
- Attained a priority application at the end of the internship stint due to good performance

### YHS (SINGAPORE) PTE LTD

Apr 2021–Jul 2021

**Administrative Assistant (Temporary)**

- Organised and updated employees' P-files, working in the HR department as a temporary assistant
- Oversaw around 400 employees' P-files to be manually scanned and uploaded to the company system
- Developed an efficient way of uploading the P-files, finishing main task a full 2 weeks before deadline

## ACHIEVEMENTS, LEADERSHIP & COMMITTEE EXPERIENCE

### NUS COMICS AND ANIMATION SOCIETY, EXCO

Aug 2022–Present

- Organised and planned club activities as part of executive committee duties

### ACS(I) SYMPHONIC BAND & WIND ENSEMBLE, Member

Apr 2017–Sep 2018

- Attained the Certificate of Distinction

## VOLUNTEER EXPERIENCE

### MINDS (Movement for the Intellectually Disabled Singapore)

Jun 2017–Oct 2017

- Volunteered at an association once every two weeks on weekends for 5 months, organizing activities, socialising and interacting with intellectually disabled people through respect and empathy

### The Bone Marrow Donor Programme Singapore

May 2017–Jul 2017

- Coordinated with others to raising awareness of bone marrow for patients suffering from leukaemia through creation of around 50 posters in order to encourage people to sign up to be a bone marrow donor

## SKILLS AND OTHER INFORMATION

### Languages:

- Fluent in written and spoken English and conversational in Mandarin

### Technical Skills:

- Microsoft Office: Excel, Word, PowerPoint,
- Programming: Python, R and SQL; occasionally: C, C++, HTML, CSS, JavaScript
- Documentation: LaTeX, Markdown, Quarto

### Interests:

- Learning programming, Music, Badminton