

# 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: 3.97/5.0

### ANGLO-CHINESE SCHOOL (INDEPENDENT)

Feb 2017–Nov 2018

**International Baccalaureate (IB):**

- Achieved distinctions in 6 subjects

## WORK EXPERIENCE & INTERNSHIPS

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

Dec 2023–Feb 2024

**Risk Management Intern – Technology Risk Management**

- Assisted the risk management and technology assurance and IT audit of several companies in the Financial Services (FS) industry with regards to technology and data management
- Prepared progress reports on assurance completion with project management and communication skills

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

Dec 2022–Jul 2023

**Audit Intern – Financial Services and Energy & Technology Business Units**

- Supported the planning and execution of several audit engagements in both the Financial Services (FS) and Energy & Technology (E&T) Business Units for around 4 months each
- Coordinated with colleagues to ensure smooth audit progress and that deadlines were met on time
- Improved multi-tasking and time management skills while studying at NUS concurrently during this period

### YHS (SINGAPORE) PTE LTD

Apr 2021–Jul 2021

**Administrative Assistant (Temporary)**

- Sorted 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 well 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

## PROJECTS

### Telegram Message Statistics Dashboard – Personal Project

Nov 2022–Dec 2022

- Built an interactive web application using the Streamlit package for Python to generate user insights on messages in the *Telegram* messaging application. Displays various information and analytics about the group chat history by reading in a *.json* file
- Demonstrated data wrangling, data visualisation and analytical skills through personal initiative and gained a greater depth of understanding about the Python programming language
- Link to: [Web app](#) | [GitHub Repo](#)

### Exercise Book for R – Personal Project

May 2023–Jun 2023

- Created a web application using the Shiny package in R with several questions for users to practice their R programming skills on in the browser without having to install R or RStudio
- Cultivated problem solving skills, UI/UX design skills, and obtained greater knowledge about the syntax and functionality of the R programming language through rigorous self-learning
- Link to: [Web app](#) | [GitHub Repo](#)

## SKILLS AND OTHER INFORMATION

### Languages:

- Fluent in written and spoken English and conversational in Mandarin Chinese

### Technical Skills:

- Microsoft Office: Excel, Word, PowerPoint
- Programming: Python3, R, SQL (MySQL, Postgres), NoSQL (MongoDB); limited HTML/CSS/JavaScript knowledge
- Documentation: LaTeX, Markdown, Quarto

### Interests:

- Programming (Self-taught), Playing drums, Reading