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5 MOS

02 JUN – 01 DEC  
2025 – 2025

8 MOS

10 MAY – 16 JAN  
2024 – 2025

1 YEAR

27 DEC – 26 DEC  
2022 – 2023

1 YEAR

22 NOV – 21 NOV  
2021 – 2022

1 YEAR

21 SEP – 20 SEP  
2020 – 2021

3 YEARS

31 OCT – 31 OCT  
2016 – 2019

1 YEAR

1 OCT – 1 OCT  
2015 – 2016

2 YEARS

1 MAR – 1 AUG  
2013 – 2015

3 YEARS

1 JAN – 1 MAR  
2010 – 2013**WORK EXPERIENCE**

# WILSON TAN

## Business Analyst / Project Manager

### DBS Bank

#### Business Analyst / Project Manager

Part of the team that piloting project AEGIS (Zeus) workbench for GFM. In GFM (Global financial market), the team is utilizing their global network and local insights to help businesses achieve consistent long-term performance, offering solutions for hedging, investment, and funding for various clients including corporations, financial institutions, accredited investors, and high net worth individuals

### DBS Bank

#### Technical Business Analyst

In IBGT supporting E2E (End to End) tech solution for the business, exploring new way to streamline TOM (Target operating model) for the dataflow and streamlining workflow. Automate and digitization lending services ranging from mortgage loan, full redemption, capital repayment, annual safekeeping fee & CPF listing.

### DBS Bank

#### Business Analyst

Being assigned to develop the billing automation system for Securities & Fiduciary service team. The complexity nature of the product makes it very challenging for the billing system to be built to fit the business needs. Multiple fee charges and range from cooperate trust, custody to Fund service. The built will need to customize for Bond, trust, employment benefit scheme, REITs, Escrow, Variable capital company etc.

### Citi Bank

#### Project Manager

Govern and oversight of Data concerns in Data Risk and Control for Global private banking wealth management (PBWM). Identify and manage data quality issue such as inaccurate, incomplete, invalid, duplicate, unavailable, or non-standard data that can impede Citi's ability to report information effectively, comply with Regulatory requirements, affect financials / operations of the underlying business process / downstream applications.

### DBS Bank

#### Business Analyst

Involved in a cross business / joint migration project lead by Data Transformation team. Genesis is a platform build for portfolio and financial transparency that handle complexity, sheet scale, user impact and projected benefits. Single source for all initiative, financial & non-financials visibility of approved budget, actual spend & forecast.

### Citi Bank

#### Finance Analyst / Business Manager

In a robust and innovative technology frontier, Citi offer me with a key position to represent Asia Pacific to control expenditure for Citi Technology Infrastructure (CTI) team. This allows me to get involve in more than 250 projects since I joined in 2016.

### DBS Bank

#### Budget Management Executive

Playing a vital role in consumer banking group faces many challenges. Daily operations have to deal with large volume of purchase order and payment advice. Keeping track of varies budget for different business unit ensuring not to overspend or underutilize. Answering enquiry and liaising with external vendor.

### Citi Bank

#### Control Officer Assistant

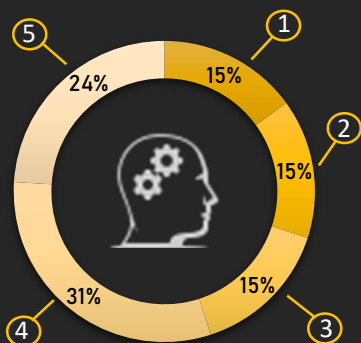
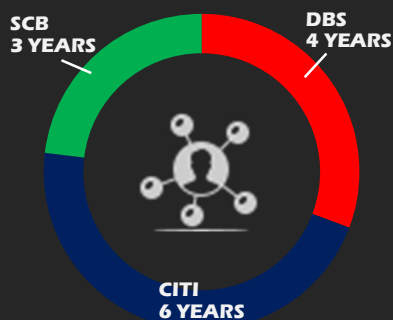
Task to perform control function in global finance technology services (GFTS) department covering mainly APAC region, taking charge of aged initiative. Involving implementation of Data Privacy Operations (DPO) related deliverable base on Hong Kong monetary authority (HKMA) & MAS guild lines.

### Standard Chartered Bank

#### Talent Acquisition Coordinator

Part of a dynamic & diversify team in the HR department, represent specialist function in talent acquisition team. Major portfolio consists of in global risk, finance and treasury roles. Ensure a smooth transition from start to end process for on boarding of local and foreign placement. Coordinating and support on boarding process for more than 200 job requisition.

## AREA OF EXPOSURE



- 1 ■ Project management
- 2 ■ Regulatory and Governance
- 3 ■ Finance and business funding management
- 4 ■ Business Analytic
- 5 ■ Human Resource management



## COURSES COMPLETED



## EDUCATION

Diploma in Business Process & System Engineering

**Temasek Polytechnic**  
2007 – 2010

Results-driven Business Analyst with expertise in analysing business needs, identifying process improvements, and delivering actionable insights. Skilled in data analysis, requirement gathering, and stakeholder communication to drive strategic decisions. Adept at translating complex data into clear solutions to optimize business performance and support organizational growth.

*More than 10 years of in-depth knowledge and exposure in financial banking sector. Diversified skill sets covering key area in business analytics, project management, finance budgeting, regulatory, governance and human resources.*

Course	Credit by	View Link
Google Data Analytics	Google	
Database and SQL for Data Science with Python	IBM	
Managing Big Data with MySQL	Duke University	
Digital Transformation	Massachusetts Institute of Technology	
Introduction to Business Analytics	Tableau from Salesforce	
Business Analytics with Excel - Elementary to Advanced	Johns Hopkin University	
Knowledge in Analytical and tools		
Google Project Management	Google	
Project Management Principles and Practices	University of California, Irvine	
Digital Transformation with Google Cloud	Google cloud	
Principles of UX/UI Design	Meta	
Agile with Atlassian Jira	Atlassian	
Introduction to Microsoft Dynamics 365	Microsoft	
Knowledge in Project management		
Financial Markets	Yale University	
Machine Learning for All	University of London	
Blockchain Scalability and its Foundations in Distributed Systems	University of Sydney	
Economics of Money and Banking	Columbia University in the City of New York	
Introduction to complexity Science	Nanyang Technological University	
Portfolio and Risk Management	University of Geneva	
Knowledge in Banking and Finance		



## ROLE RESPONSIBILITY

**DBS BANK**  
**Business Analyst**  
**/ Project Manager**

**DBS BANK**  
**Technical**  
**Business Analyst**

### Primary duty:

- The system is design to provide solution for Total time save / reduce toil / reduce human error / eliminate duplication of work / Co-Pilot / Agentic AI new product approval / workflow / dashboard / reporting / Trade Anomalies / governance
- Project comprises a range of products and services, including: FX & Commodities / Rates / Credit / Investment Banking / Equities, which includes Equity Options for trading strategies and enhancing returns / Funds, Futures & DCE
- Involved in the discussion with the UI/UX designer elicit business user expectation Working closely with the developer to make sure the progress of the project is up to speed and keep pace with the delivery timeline
- Draw out the workflow plus user journey for the design team and developer to have a better overview of the entire build
- Escalate any roadblock reported and direct the issue to the relevant party to investigate/resolve if any Extract dataset from Collibra finding the metadata and dataset that require to be ingested by the system
- Data mapping fields to source such as Murex Family group type (F.G.T) typology etc.
- Stakeholder involving office secretary / Front office / Trader / Desk Head / BMO / COO / BU / SU / Sales trader / sales desk head / Sales Dealer
- Integration API work connecting system such as ADA / lworks / ROBO / RICO / Symphony / Murex

### Primary duty:

- Review business user story to determine whether is in or out of scope
- Conduct grooming for user story and question requirement in granular level
- Work closely with PM to deliver project within tech timeline and landscape of the whole year plan
- Daily stand-up call with the Dev team to observe and provide support for the sprint
- Manage IBPM (integrated business process management) workbench for the different platform to onboard and streamline the process.
- API calling from Finacle / RCLS (Retail collateral & Limits system) / IPE (Integrated Payment Engine) / FTW (Fund Transfer Workflow) / POLA (pay off loan account)
- Channel coming from GC (Guided chat) / CCTR/Iserv / CMCP (customer master cloud platform) / LEAPS (Loan evaluation and Processing System)
- Provide fields and API mapping for CASA & CUL (credit unsecure loan) linking to SOI
- Draw out the post and return sequential diagram to display how the data flow
- Close the gap between the developer and user for a smooth built of the system as per design
- Resolved query arise from tech and provide functional side of view from business

### Secondary duty:

- Provide burn down chart for production issue and work closely with the dev team to get the RCA (root cause analysis) and (estimated rectification date) ERD
- Resolving production issue with the Dev team/user from UAT to Prod deployment to LV

### Ad-Hoc duty:

- Take part in recon of data ingestion for ADA vs source table count from production

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**DBS BANK**  
**Business Analyst**

**Primary duty:**

- Take charge of gathering business requirement and deep dive into understand business needs
- Define/ collate business requirements, prepare functional requirements, write User Stories and initiate User Requests
- Develop and maintain documentation and workflows for business processes and systems
- Involve in the design of user interface for the billing application
- Liaise with the tech team to discuss and brainstorm on the build and development of the system
- Prepare test cases for system integration testing
- Take part in SIT, review and feedback
- Conduct user acceptance testing to troubleshoot if there is any bug or glitch
- Prepare UAT testing for UI data capturing
- UAT testing for interface testing
- Prepare for regression testing, UAT sign off and Go live production

**Secondary duty:**

- Understand internal DBS data and collect relevant external data
- Identify required data for project and analyze, clean-up and transform/prepare it for processing
- Obtain insights into the data and prepare clear visualization to present findings

**Ad-Hoc duty:**

- Upload Jira test cases
- Raise DBS digital concierge for approval and prioritize project by allocation of assignees

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**CITI BANK**  
**Project Manager**

**Primary duty:**

- Steer and progress the issue management resolution (IMR) accordingly from the life cycle stage of 2.1-2.6 Root cause analysis / planning / implementation / validation / signoff
- Having regular critical data element (CDE) meeting call with Chief Data Office (CDO) team
- Ensuring no breach in IMR SLA for any re-target
- Oversight on progression of data issues as part of the Consent Order work streams to ensure timely progression and delivery of delivery commitments
- Provide monthly status reports / updates of consent order deliveries and escalate areas requiring attention
- Prepare Regional Data Governance Council material for senior management meeting
- Organizing call for the relevant business stake holder to attend internal audit (IA) meeting for discussion
- Ensuring compliance with established through internal control procedure
- Communicates audit findings and discussing findings with auditor

**Secondary duty:**

- Review the completeness and adequacy of the Activities, Risks, Control and monitoring tool (ACRM) contents and to priorities which is at risks
- Accept/Reject control that will be used as monitor and part of the Manager control assessment (MCA) program
- Update/submit result into Citi Risk and Control (CRC) for proper closure of MCA during each cycle per quarter
- Perform Data Quality Exception (DQE) disposition in AML system
- Validate the control performance rating before the quarter risk assessment (QRA) is submitted
- Input mandatory fields pertaining to the work request order and tagging of budget ID
- Define the agile scope for each of the project as product owner
- Support business sponsor on raising quarter release of man-days

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**DBS BANK**  
**Business Analyst**

**Primary duty:**

- Facilitating the migration of non-financial data for C2E PMO team from SharePoint to Genesis platform. Documents such as Business case, Fungibility form, Quality checklist & score, project closure, project tailoring form
- Spot and Identify differences between Data discrepancies
- Mapping of non-financial and financial Data from business / finance before the input
- Input both non-financial and financial Data into Genesis production platform
- Meeting with business stakeholder to understand the constrain and challenges regards to the migration
- Input of Capex and Opex for sub work stream
- Creating of initiative in Genesis from portfolio to sub work stream level
- Data entries for Horizon/Thematic/Digital Value Capture/Agile/Waterfall/business budget/key dates

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**CITI BANK**  
**Finance Analyst**  
**Business Manager**

**Primary duty:**

- Responsible to conduct financial review for project that incurred more than hundred thousand in total project spend, consist of ASPAC region, which make up of 17 countries
- Making sure project proposal is reflecting true P/L impact and identifying any cost saving / cost avoidance / NBV
- Review comprises mainly one-time, recurring, depreciation and SOW costing
- Validation of supporting documents such as quotations, architecture design approval email & cost centre code etc.
- Liaise and discuss with FP&A / lead project portfolio manager on the outlook / forecast
- Align with business direction within regulatory requirement, using budgeted amount to spend against allocated fund from individual managed segment.
- Challenge each project rationale /claim / justification on why there is a need to be carried out the project
- Consolidate information and report using the Technology Capital Management Systems (TCAPS) for global approval
- Involve in weekly investment committee to siphon different budget for business usage and agreement with segment owner
- Prioritize and bring those critical projects to attention, which will deliver huge impact in the outlook.

**Secondary duty:**

- Clearing of work in progress (WIP) outstanding amount
- Reduce and adjusting outlook spending for senior management direction
- Analyst variance actual versus forecast
- Submission of quarterly sample to global compliance expense testing
- Preparing RSCI table and workflow process

**Ad-Hoc duty:**

- Creation of forecast / project ID for tagging purposes
- Accrual casting and zero out entries
- Manage allocated of funding, to prevent overspend or under spend situation

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**DBS BANK**  
**Budget Management**  
**Executive**

**Primary duty:**

- Business research and analysis require Vlookup and pivot table for data sorting purpose
- Perform timely issuance of Purchase order and Payment Advice to facilitate invoice payment
- Review all PO request submissions and ensure cost are charged out to the correct business units and expense line
- Ensure that all supporting documents and approvals for PO request and invoice payment are obtained and are audit compliance
- To identify and highlight any issues on any PO request with insufficient budget

**Secondary duty:**

- Follow up with vendor on invoices for long outstanding Purchase Orders
- Ensure that there are no long outstanding Purchase Orders
- Perform monthly reconciliation on invoices paid against PO system, analyse variance to ensure all expenses are recorded and that overall expenses are within budget.
- Assist in answering enquires from Business Units and vendors on status of Purchase Order or invoice payment.

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**CITI BANK**  
**Control Officer**  
**Assistant**

**Primary duty:**

- Liaising with relevant business stakeholders to understand varies requirement and remediating deficiencies
- Support and monitor compliance with internal controls in accordance to legislative requirements and group standards
- Following up on auditor, Project Managers /MAS findings and support in their rectification with any outstanding deliverables arisen from Control reviews
- To investigate any wrong doing/practice that violate rules and regulation that require to escalate further for inspection
- Prepare weekly reports: maintain database and case filing records for documentation.
- Undertake any other duties or projects such as assist in the coordination of the quarterly contingency operating base (COB) drill

#### Primary duty:

- Hosting and arranging global video conferencing across different region and countries for interview /meeting
- Preparing letter of offer for different level varies from global grading 8 to 1
- Going through letter of offer with candidate and explain the terms & conditions with them
- Engaging with candidate to gather supporting documents /proof of employment history and liaise with third party vendor (First Advantage) regards to discrepancies background checks
- Coordinating with third party vendor (Ernst & Young) on immigration matters relating to employment pass for foreign hire and assisting the process for repatriation of permanent internal transfer of staff across different countries with the help of different stake holder in order to understand the business side to achieve a smooth on boarding process for the new hire
- Preparing of employee bank ID via EHF, liaise with IT and security before issuing of staff pass ID card
- Sending and arranging orientation invites with agenda with regards to the induction program during employee first day of work

#### Secondary duty:

- Liaising with third party vendor and raising of invoicing to Singapore country finance regards to payment for headhunting agency fee
- Archiving candidates' documents into server via FileNet process
- Updating of personal files tracker and obtaining of missing documents flagged out from the weekly dashboard
- Participate internal and external audit from KPMG