

Experience

Inland Revenue
Authority of Singapore

Tax Officer
Feb 2020–Jul 2020

Supported schemes aimed to assist businesses during the height of the COVID-19 pandemic

Creation of multiple documents to aid in implementation of schemes to ease accessibility

Navigation of national-level databases whilst taking down and giving relevant information

Corresponded professionally with corporations of various industries and other ministries

Singapore Armed Forces

Specialist (3SG)
Feb 2018–Feb 2020

One of three specialists selected to directly lead at least 30 other personnel in a training programme

Quantitative analysis used daily to plan rosters for at least 10 personnel of various workloads

Situational awareness and critical thinking emphasised in daily operations

Resort World Sentosa

Sales Associate
Dec 2015–Feb 2016

Facilitated sales in the largest store in Universal Studios Singapore

Knowledge and navigation of inventory stores

Customer service and satisfaction were expected

Education

University at Buffalo

BSc. Business Administration
2020–

Certification

Certificate in Security Operations

SkillsFuture Singapore
Oct 2018

Skills

Microsoft Office

Word, Excel, Powerpoint

Adobe Products

Photoshop, After Effects, Indesign

Bilingual

English (Written and Spoken)
Mandarin Chinese (Written and Spoken)

Leadership

Success in team management

Problem Solving

Communication Skills

Experience in communications with people of various positions and backgrounds