

SKILLS

Proficient In

- Microsoft Office
- SAASU
- Tableau
- Accounting

Familiar With

- HTML
- PHP
- MYSQL
- SAP Enterprise Resource Management (ERP)
- Supply Chain Management (SCM)
- basic Python programming
- Datawrapper

LANGUAGE

Fluent in English and Mandarin (spoken & written)

MORE ABOUT ME

- Volunteers at Seven Clean Seas
- Go for blood donations regularly
- Enjoys swimming, badminton and running

WORK EXPERIENCE

Software Quality Analyst

United Overseas Bank Limited (UOB) | Aug 20 - Present
Financial Information Management (FIM) team

- Preparation of system production by coordinating with various branches of the company
- Performing regular task such as reporting, checking, data configuration and data maintenance for closure of regulatory, financial and management reporting to stakeholders
- Preparing and setting up system for business changes or new implementation requirements
- Support production issue testing and result verification
- Performing reconciliation of General Ledger accounts

Part-time Jewellery Advisor

Aspial-Lee Hwa Jewellery Singapore Pte Ltd | Nov 19 - Jan 20

- Advising customers based on their needs and provide the best of service
- Coordinating with colleagues to ensure service is well provided to customers
- Following up with customers by handling administrative tasks such as paperwork and calling in services

Accounts Intern

50 Raffles Place Pte. Ltd. | Jul 19 - Sep 19

Purchasing Team

- Ensuring payments are made promptly to suppliers to allow for daily operations to run smoothly
- New inventory system was created to allow easy stock-take and tracking of stocks
- Reconciliation of bank statements and cash book to ensure all statements are accurate

Field Engineer Specialist

Singapore Armed Forces (SAF) | Jul 16 - May 18

- Facilitate training of trainees and cadets during courses to ensure training runs smoothly and safely
- operation of clearing minefields with the use of Mine Clearing Vehicle
- Vehicles are maintained to ensure they are operational ready

Engineer Intern

IBM Singapore Pte. Ltd. | Apr 15- Jul 15

- Assist Senior Engineers to configure maintenance of servers to allow operations to function smoothly
- Configuration and assembling the servers to meet clients' needs

LIM ZONG HAN

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EDUCATION

University of Birmingham, Singapore Institute of Management

BA Science (Honours) Accounting & Finance |

Class 2 (Division 1)

GPA 3.0

Sep 18 - Sept 20

Temasek Polytechnic

Diploma in Business Information Technology |

CGPA: 3.21 out of 4.0

Apr 13 - May 16

CO-CURRICULAR ACTIVITIES

SIM Aquathlon, Member | Aug 19 - Present

- Represent school for competitions

TP Swimming, Captain | Apr 15 - Mar 16

- Conduct and plan training camps for team bonding and correction of techniques
- Selection of members to represent school for competitions to achieve exceptional results
- Facilitate training sessions with coach and ensure welfare of the team members

TP Lifesaving, Secretary | Mar 14- Apr 15

- Managed administrative procedures for the facilitation of training sessions and attendance
- Ensure and maintain the school equipment are in good working conditions and ready for use during competitions
- Assist team captain and coach during training and promote the club for member recruitment