



Chee Jun Hong

Work Experience

BUSINESS SUPPORT ANALYST

Oversea-Chinese Banking Corporation, Limited | 2021 - current

- Utilising T-SQL on a daily basis to monitor system jobs and collaborate with IT and stakeholders to solve issues encountered and take further actions to prevent them from reoccurring.
- Oversee investigations and ensure knowledge is being passed throughout the team.
- Support and communicate with end-users to gather and analyst requirements before collaborating with developers to address and enhance processes and products.
- Wrote and implemented scripts to improve the efficiency of daily tasks. (Excel to Text file converter, Daily file checker). This reduces a long and tedious process into 1 simple click.
- Maintaining data configurations and keeping audit records.
- Data application development.

PERSONAL ASSISTANT

Orient Victoria Pte Ltd | 2018 - 2021
Cartrack Technologies South East Asia | 2018

- Assisted Group CEO on day-to-day tasks and administrative duties including group level, ETFs, and banking.
- Oversaw procurement for the region, from products, services to travel arrangements. This resulted in maximized monetary value and reduced the overall redundant expenditures.
- Interim Office Manager who formulated and implemented various schemes to streamline operations, increase cost efficiency, and better value proposition.
- Led an investigation and tracked down a stolen vehicle and recover it.
- Left to enroll in Data Analyst course to embark on a career in Technologies.

RELATIONSHIP MANAGER

Cartrack Technologies South East Asia | 2018

- Identified and converted sales opportunity to achieve sales targets.
- Acquired new customers and maintain good relationship with existing customers.
- Was promoted to work closely with global CEO

Professional Goals

A strategic MBA candidate, a highly analytical Certified ScrumMaster, a results-driven Business analyst who strongly believe in attention to detail, lean management, work efficiency, automation, continuous improvement, and dedication to meet and exceed all goals.

Get in touch!

About me:

Singaporean
13 Aug 1991

Mobile:

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Languages:

English, Chinese, Cantonese,
Tagalog (basic)

Email:

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Website:

pipipapipo.com

Professional license:

Certified ScrumMaster (CSM)
Class 3, PPCDL



Academic History

Cardiff Metropolitan University

Master of Business Administration | 2022 (current)

NTUC LearningHub

Associate Data Analyst | 2021

Royal Holloway, University of London

BSc (Hons) Management with Strategic Marketing | 2017

Nanyang Technological University

Certificate in Business Finance | 2015

Nanyang Polytechnic

Diploma in Electronics, Computer & Communications | 2012

Core Competencies

- Scrum & Agile principles
- Analytical Skill and Data Analysis
- User requirements
- Investigation and Problem Solving
- Business Development
- Streamlining and Cost saving

Skills & Specializations

- Programming Language (Python, C++, C#)
- Data Visualization (PowerBI)
- Database Management (SQL)
- Excel Advance reporting
- Microsoft Office
- Photoshop CC

Projects

- Capstone 1 (Excel)
- Capstone 2 (SQL)
- Capstone 3 (PowerBI)
- Capstone 4 (Python - ML)
- Excel to text automation
- Files Checker (Python via Batch)